



2020-2021 Satisfactory Academic Progress – Max Time Frame Appeal Form

Name: _____ Student ID: _____

Phone Number: _____ Student Email Address: _____@scctc.edu

Indicate the semester for which you are requesting the appeal:

Fall 2020 Spring 2021 Summer 2021

Federal guidelines require that a student must graduate from his or her program within ten (10) attempted years (120% of the required number of credit hours) to graduate. This includes all credit hours attempted whether they are completed, passed or accepted transfer credits. Failure to complete a program of study within the 120% maximum timeframe will result in suspension of financial aid eligibility. Students may appeal for an extension of eligibility if something beyond their control delayed them from doing so.

Example of Max Time Frame: Program of study is 40 credit hours, students must complete their program within a maximum of 48 credit hours (40 X 120% = 48).

Instructions to Appeal Financial Aid Suspension

Include the following items (Steps 1-3 must be included) in your Appeal Packet. Incomplete packets will not be considered. Please see below guidelines for assistance.

- Attach a typed or neatly hand-written description explaining the basis of your appeal.
- A copy of your most current Degree Works reflecting remaining courses and timeline of program you wish to complete.
- Applicable documentation to support extenuating factors.
- Proof of completed programs.
- A letter of acceptance into new program.

Update your Banner: Documentation such as **Degree Works** and **Proof of Completed Programs** can be located and provided to the Office of Financial Aid (OFA) by visiting **Banner Web**. (An unofficial transcript may show proof of graduation dates and status). Please visit our website @ www.scctc.edu to log into your Banner Web account.

SCC Faculty and Staff: SCC takes pride in helping each student succeed. Therefore, ask your friendly Faculty and Staff members to assist you with obtaining needed documentation such as **Change of Major Form(s)**, which can be located in the **Administrative Department**. (Please visit one of our locations for assistance) Additionally, if you have been accepted into a new program, speak with your **Program Advisor**, he or she can provide you with a **Letter of Acceptance** in proof.

Students Responsibility: It is your responsibility to provide the OFA with required documentation to submit to the SAP Appeal Committee. **Failure to provide documentation will result in automatic denial.**