



**SOUTHERN
CRESCENT**
TECHNICAL COLLEGE

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Griffin, GA 30223
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Locations
1533 HWY 19 South
Thomaston, GA 30286
P: 706-646-6386
F: 706-646-6063

300 Lakemont Drive
McDonough, GA 30253
P: 770-467-6049
F: 770-914-4424

2021-2022 Satisfactory Academic Progress – Max Time Frame Appeal Form

Name: _____ Student ID: 900

Phone Number: _____ Student Email Address: _____@stu.sctech.edu

Indicate the semester for which you are submitting the appeal:

Fall 2021 Spring 2022 Summer 2022

Federal guidelines require that a student must graduate from his or her program before having attempted more than 150% (1.5 times) of the required number of credit hours to graduate. This includes all credit hours attempted whether they are completed, passed or accepted transfer credit. Failure to complete a program of study within the 150% 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 60 credit hours (40 X 150% = 60).

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 guideline for assistance.**

- Attach a typed or neatly hand-written detailed letter explaining the basis of your appeal.
- A copy of your most current Degree Works outlining remaining courses and timeline of program you wish to complete.
- Applicable documentation to support excessive hours.
- Proof of completed program(s).
- A letter of acceptance into new program.

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

SCTC Faculty and Staff: SCTC 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 **Admissions 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** as 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**

As set forth in full in the Student Handbook/Course Catalog, Southern Crescent Technical College is an Equal Opportunity Institution and does not discriminate on the basis of race, color, national origin, sex, age or disability.

Please initial each box below showing that you understand and agree to comply with each statement. Please note that you must receive an approved appeal before aid can be awarded.

STUDENT INITIAL	FINANCIAL AID REQUIREMENT
	I understand that I cannot rely on the success of my appeal for tuition payment.
	I understand that failure to pass at least 66% of my attempted hours and maintain at least a 2.0 GPA each semester will revert my status back to financial aid suspension.
	I understand that I will be placed on financial aid probation with conditions that may be required to gain aid eligibility, which will be monitored at the end of each term.
	I understand that I must sign and adhere to a Satisfactory Academic Progress Plan if my appeal is approved.
	I understand that, if I change my major while under the terms of this appeal, I will be in violation of the requirements and be placed back on financial aid suspension.
	I understand that I will not be allowed to change my major until after I graduate from my current program of study. Current Program of Study: _____

By signing this form, I certify that I read both pages of this form and that the information I provided is true and accurate. I understand that falsified documentation will result in an immediate denial of my appeal and that future appeals may be denied as well.

Please provide a hand-written signature. Electronic signatures are unacceptable and will not be documented to your account.

Student Signature

Date