

Satisfactory Academic & Maximum Timeframe Appeal

Financial Aid Office

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ctcLink Number	Date of Birth	
Last Name	First Name	Middle Initial

How the Appeal Process Works:

Appeals are reviewed by the Financial Aid Advisory Committee and you will be notified of the Committee's decision through your preferred email account.

Please allow 4-6 weeks for the appeal to be reviewed and please note that the Committee's decision is final and cannot be appealed further.

Step 1: Type, print, and sign a Personal Statement. Describe in detail your extenuating circumstances to address your suspension due to not meeting Satisfactory Academic Progress. Also describe in detail why you have exceeded the maximum number of credits for your program. [Proceed to Step 2.](#)

What should I include in my statement?

Please explain to the committee what caused you to go on Financial Aid suspension:

- › **What happened?** Specify the extenuating circumstances that were beyond your control.
- › **How did you resolve your situation?** It is vital to address the steps you've taken to resolve your situation so it will no longer interfere with successful completion of your classes.
- › **What are you doing to stay successful in future terms?** Clearly present the things you are doing to be successful in your classes (i.e. tutoring, counseling, back-up child care plans, taking less classes, pursuing a degree that is a better fit, etc.).

ADDITIONALLY...

- › **Explain** why you have not completed your program of study within the number of credits allowed.
 - › Did you need to retake classes due to unsatisfactory grades or did you withdraw from classes?
 - › Did you change your program or complete a previous program?
 - › Did you transfer in credits that do not apply toward your program of study?
- › **Describe** your plan to finish your program in a timely manner.

Step 2: Obtain and submit a current Academic Advisement Report from your Program Advisor.

- › Make sure your academic advisement report is signed by you and your advisor.
Keep a copy for your own personal records! [Proceed to Step 3.](#)

What is an academic advisement report?

An academic advisement report is issued by your academic advisor. An academic advisement report lets Financial Aid know what program you are pursuing, what classes you have taken that satisfy the requirements, and what classes are remaining for you to complete the program. This helps Financial Aid determine how many credits, and what classes should be funded if your Appeal is approved.

Step 3: Obtain and submit supporting documentation from outside sources. [Proceed to Step 4.](#)

What is supporting documentation?

Include any documents from a third party that will support the circumstances you presented in your statement.

Examples include but are not limited to copies of medical bills, letters from physicians or counselors, statements from professionals, friends, or family who can corroborate your circumstances first-hand. All documentation should:

- › Show a clear **connection to you**.
- › Be **signed** and have **dates that align** with the information you specified in your statement.
- › Clearly **support the information** in your statement.
- › Confirm your **ability to return to studies**. (Resolution of emotional, medical, housing, financial, transportation issues, etc.).

Step 4: Certification and Signature.

STUDENT CERTIFICATION AND SIGNATURE: By signing and submitting this form, I certify that all information reported on it is true and correct. I understand that by purposely giving false or misleading information on this form, I may be fined, sentenced to jail, or both.

Student's Signature _____ Date _____

NOTE: Attach your statement, current academic advisement report, and supporting documentation on this appeal cover sheet. Appeals missing any required documentation will be returned or not accepted.



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