

STANDARDS OF ACADEMIC PROGRESS MAXIMUM TIME FRAME APPEAL FORM

Student Name _____ SSC Student ID # _____

Maximum Time Frame violations occur when you have accumulated too many attempted credit hours without completing your declared program of study. The violation is not determined by the amount of time you have spent working on your degree or number of semesters you have attended. The Standards of Academic Progress Policy ensures that any student who receives or applies for federal financial aid is making progress toward an Ohio Department of Higher Education (ODHE) approved degree or certificate. To maintain eligibility for federal financial aid, you must complete the ODHE approved degree or certificate within the required number of credit hours (as listed in the college catalog for the associate degree or certificate) multiplied by 150%. The specific number of attempted hours is determined by the Financial Aid Office and includes accepted transfer credit hours.

- *Appeals should be submitted by the last day to register for classes in the term in which you are applying for continued federal financial aid.*
- *You must attach a written statement explaining why your degree was not completed within the allowable time frame. Supporting documentation is recommended and may be requested.*
- *Appeals based on mitigating circumstances will be denied if documentation is not attached.*

THE ACADEMIC PLAN ON THE BACK OF THIS FORM MUST BE COMPLETED AND SIGNED BY AN ACADEMIC ADVISOR

By signing this worksheet, I certify all the information reported to qualify for federal student aid is complete and correct.

Student Signature _____ Date _____

FOR OFFICE USE ONLY

Previous appeals _____

Approved

APPMAX

Term

Effective _____

Date _____

Restricted to academic plan Yes

Incomplete

Need written statement

Need documentation

Need academic plan/
advisor's signature

Appointment required

Denied

Denied

No written statement

No documentation

No mitigating circumstances

Multiple prior appeals/
unsuccessful attempts

Academic Dismissal

Comments:

Initials & Date

MAXIMUM TIME FRAME APPEAL ACADEMIC PLAN

Student must attach their written statement with this signed academic plan completed by the division Dean, Department Chair, or Advisor.

IMPORTANT: If this appeal and academic plan is approved, students must complete *all* attempted hours successfully (no withdrawals after the first 6 days of classes and no failing grades) to stay in compliance with the maximum time eligibility.

Student Name _____ SSC Student ID # _____

Degree/Certificate _____

Course outline of ALL required classes to complete the above degree.

PREREQUISITE(S)							
Subject	Number	Course Title	Cr Hrs	Subject	Number	Course Title	Cr Hrs

REQUIRED ELECTIVE(S)							
	← Number of Elective Credit Hours Required (Student can select from the courses listed below.)						
Subject	Number	Course Title	Cr Hrs	Subject	Number	Course Title	Cr Hrs

REQUIRED TECHNICAL CLASSES FOR GRADUATION IN DEGREE PROGRAM							
<i>(Please attach additional courses if needed.)</i>							
Subject	Number	Course Title	Cr Hrs	Subject	Number	Course Title	Cr Hrs

MAXIMUM HOURS NEEDED FOR COMPLETION OF DEGREE:	Total hours
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Additional Comments:

Signature of Dean, Dept Chair, or Advisor (REQUIRED) _____ Please Print Name _____ Date _____