

## 2014-2015 Maximum Timeframe Appeal (Program Assessment Form)

PTC ID: \_\_\_\_\_ Name: \_\_\_\_\_

*Federal regulations require students enrolled in a degree, certificate, or diploma program must complete their program of study within a timeframe no longer than 150% of the published length of the educational program, as measured by attempted credits. Per these regulations, as soon as Piedmont Tech determines that a student will not complete their program within the 150% timeframe, the student becomes ineligible for financial aid.*

SAP Appeals Due By:

SAP Appeals NOT Accepted After:

Summer 2015

May 13, 2015

May 20, 2015

### STEP 1: General Information

Semester/Academic Year in which you are requesting an appeal:

- Fall       Spring       Summer

### STEP 2: Reason for Appeal

What prevented you from completing your program or certificate within the 150% timeframe? Check all that apply.

- Changed majors: Previous major(s): \_\_\_\_\_
- Graduated from another program.
- Repeated courses because of failures and/or withdrawals due to extenuating circumstances.
  - **Personal injury or illness** (must have occurred during semester(s) of academic difficulty)—Requires doctor’s statement, hospital records, or accident/police report.
  - **Death or serious illness of an immediate family member** (parents, grandparents, children, spouse, sibling)—Requires doctor’s statement, hospital records or a death certificate/obituary notice.
  - **Employment changes**—Requires documents to show loss of job or other changes in employment that occurred after the start of the term.
  - **Divorce or separation in the student’s immediate family**—Requires divorce/separation documents or letter from attorney.
  - **Other**—Requires supporting third party documentation.

**The following are not considered extenuating circumstances and will NOT be considered as an appealable situation:**

*Student withdrew to avoid failing courses, several semesters of low unsuccessful grades because of an on-going situation, too many classes, time management issues, not liking the instructor, being a single parent, working full time, poor judgment, or immaturity.*

### STEP 3: Student Statement

You (the student) must write a letter addressed to the Financial Aid Appeals Review Committee explaining why you have accumulated attempted credit hours beyond that required for your current certificate/diploma/degree. If you have previously earned a degree, you should address your rationale for pursuing a second degree. If you have changed majors, you should address why you have done so and why you believe you can complete your current program.

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**Step 4: Academic Graduation Plan: Log into your Pathway account and print out a DegreeWorks degree audit for your current major. Attach the audit to this form and from the audit indicate:**

Number of hours required for current program: \_\_\_\_\_  
Remaining number of hours needed to complete degree: \_\_\_\_\_  
Expected Graduation Date: \_\_\_\_\_

If your appeal is approved, you will be placed on an Academic Graduation Plan. Below are the terms of the Academic Graduation Plan. You should read them carefully, along with the student certification before signing.

### Satisfactory Academic Progress (SAP) Academic Plan

- I understand that while I am on an approved Academic Graduation Plan, I must meet the following stipulations:
  - Complete 100% of the credit hours attempted (withdrawals, incomplete grades and failures do not meet this requirement), and
  - Achieve a semester GPA of at least 2.0.
- I understand that if I change my program (major) and am still exceeding the maximum timeframe, I will again be placed on Financial Aid Suspension.
- I understand that if I fail to meet any of the stipulations, I will be suspended from receiving any federal financial aid and S.C. Need Based Grant. I also acknowledge that a second appeal will only be allowed for documented extenuating circumstances that occur during the probationary period such as prolonged hospitalization, death in the family or a change in work hours that conflict with the class schedule. I acknowledge that extenuating circumstances do not include being a single parent or working full-time while attending school.
- I understand that I should discuss my options with a financial aid counselor prior to dropping or withdrawing from any course(s).
- I acknowledge that I have read and understand each item on this academic plan and that I am advised to keep a copy of this academic plan for my records.

### Student Certification:

- I understand submitting an appeal does not automatically guarantee approval and that appeals without supporting documentation will be denied.
- I understand that I am responsible for paying any tuition and fees that become due to Piedmont Technical College while my appeal is in progress.

### Items to submit with this form (incomplete appeals will be denied):

- Letter explaining circumstance for Appeal
- Third-Party documentation of extenuating circumstance.
- A copy of your Academic Plan from Degree Works.

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

**\*\*Electronic signatures cannot be accepted.\*\***