



### STEP 3: EXPLANATION OF STEPS FOR FUTURE SUCCESS

(Describe the steps you have taken to address the above circumstance(s) – which will ensure your ability to follow the timetable of remaining coursework for program completion listed in Step 4. Attach additional pages if needed.)

### STEP 4: EDUCATIONAL PLAN - TIMETABLE OF REMAINING COURSEWORK FOR PROGRAM COMPLETION

(All students submitting a Maximum Time Frame Appeal must also complete and submit the information below, indicating all remaining required courses in your academic program. Any extension of financial aid eligibility will be limited to only those courses which are required to complete your academic plan/degree.)

|                 |            |                 |            |                 |            |
|-----------------|------------|-----------------|------------|-----------------|------------|
| Fall            | Year _____ | Spring          | Year _____ | Summer          | Year _____ |
| Course Name & # | Cred. Hrs. | Course Name & # | Cred. Hrs. | Course Name & # | Cred. Hrs. |
| _____           |            | _____           |            | _____           |            |
| _____           |            | _____           |            | _____           |            |
| _____           |            | _____           |            | _____           |            |
| _____           |            | _____           |            | _____           |            |
| Fall            | Year _____ | Spring          | Year _____ | Summer          | Year _____ |
| Course Name & # | Cred. Hrs. | Course Name & # | Cred. Hrs. | Course Name & # | Cred. Hrs. |
| _____           |            | _____           |            | _____           |            |
| _____           |            | _____           |            | _____           |            |
| _____           |            | _____           |            | _____           |            |
| _____           |            | _____           |            | _____           |            |
| Fall            | Year _____ | Spring          | Year _____ | Summer          | Year _____ |
| Course Name & # | Cred. Hrs. | Course Name & # | Cred. Hrs. | Course Name & # | Cred. Hrs. |
| _____           |            | _____           |            | _____           |            |
| _____           |            | _____           |            | _____           |            |
| _____           |            | _____           |            | _____           |            |
| _____           |            | _____           |            | _____           |            |

Advisor Signature: \_\_\_\_\_ Date \_\_\_\_\_

### STEP 5: Student Statement and Signature

- ❖ I understand I am requesting an appeal for continued financial aid eligibility. The timetable outlined above is for the **required coursework** for completion of my current program of study only. I understand any deviation from the above may result in my being disqualified from receiving any further financial aid.
- ❖ I understand that decisions on appeals are processed on a case-by-case basis. If approved, I will be expected to complete 100% of the courses for which I register, receiving only A, B, or C grades (no D's, F's, I's, or W's).
- ❖ I have attached a copy of my Program Evaluation indicating the courses I have taken and the courses needed to graduate.

Student Signature: \_\_\_\_\_ Date \_\_\_\_\_

**Appeal Deadlines:** This completed form, typed statement and supporting documentation should be submitted as soon as possible after Satisfactory Academic Progress emails are received. Classes will not be held if appeals are submitted or approved on or after the payment deadline. If you did not pay for your classes out of pocket and a payment deadline passes, your classes may drop for non-payment. You will be responsible for re-registering for available classes.

**Incomplete appeals will be returned without review.**