

## Satisfactory Academic Progress Maximum Time Frame Appeal

Students who have been disqualified from receiving financial aid due to exceeding the 150% maximum time frame may appeal that decision. Your appeal must contain a description of the extenuating circumstances which led to exceeding the 150% limit without completing your program.

Please note that filing a SAP Appeal does not guarantee continued eligibility for financial aid.

**Procedure:**

**Students wishing to appeal must submit this form completed in its entirety and provide supplemental documentation, if applicable. Please provide an explanation of extenuating circumstances that directly impacted your ability to meet the 150% time frame requirement. Describe the steps that you have taken or will take to address the circumstances. If you have had poor academic progress in the past, please address each semester of poor academic performance. If applicable, attach documentation to support your appeal. You must complete the following Timetable for Completion indicating your remaining courses and the terms you will complete them. Appeals are evaluated by committee and students will be notified of a decision by mail or e-mail.**

**\*While the committee understands that financial aid may be needed in order for you to attend classes, this is not a valid reason for approval of an appeal. No consideration will be given for a student's inability to pay. The approval of the appeal is based on your academic history, your explanation, the strength of your documentation, your plan of improvement and the number of courses required to complete your degree.**

<b>NOTE the suggested documentation required for each situation.</b>	
<b>EXAMPLE SITUATION</b>	<b>SUGGESTED DOCUMENTATION</b>
Medical/psychological circumstances (excluding chronic conditions—students are responsible for properly balancing school work with known chronic conditions)	-Statement from physician on letterhead including dates of service and whether or not the student is stable and ready to return to the College -Statement from therapist on letterhead including dates of service and whether or not the student is stable and ready to return to the College -Explanation of how situation is resolved or is being managed
Car accident	-Police Report -Medical documentation -Statement from physician on letterhead indicating that the student is stable and ready to return to the College -Documentation from repair company indicating seriousness of accident
Death affecting student/family	-Obituary/complete copy of funeral program/certified death certificate -Statement of the relationship between the student and the deceased to accompany the obituary or funeral program -Explanation of the effect on the student/family
Personal/family emergency	-Explanation of how situation has been resolved or is being managed -Appropriate medical documentation including statement from physician on letterhead including dates of service -Notarized statement from parent or family member regarding situation and effect on student
Other	-Explanation of situation and how it has been resolved or is being managed - Notarized statement from parent or family member regarding situation and effect on student -Other documentation depending on type of situation

**Please refer to the Financial Aid Office's  
website for a deadline and decision schedule.**

# Satisfactory Academic Progress Maximum Time Frame Appeal

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Student ID: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Phone: \_\_\_\_\_ Wake Tech Email: \_\_\_\_\_

Program: \_\_\_\_\_ Anticipated Graduation Date: \_\_\_\_\_

Please indicate the semester for which you are submitting an SAP appeal:

Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_

Academic Year: \_\_\_\_\_

## **Step 1: Explanation of Failure to Meet Minimum SAP Standards**

Provide an explanation of the extenuating circumstances that caused you to exceed the Maximum Timeframe for your program. Attach additional pages and provide appropriate documentation, if needed.

## **Step 2: Explanation of Steps for Future Success**

Describe the steps that you have taken to address the circumstances and ensure that you will be able to follow the Timetable for Completion in the next section.

**Step 3: Academic Information**

<b>Program:</b>		
<b>Number of Credits Remaining to Complete Program:</b>		
<b>Anticipated Graduation Date:</b>		

**Step 4: Timetable for Completion of Remaining Coursework**

All students submitting a Maximum Time Frame Appeal must also submit this timetable indicating all remaining required courses in their program and when they will be completed. List each term you plan to attend and the courses you plan to take during that term.

Courses for _____	Number of Credits	Courses for _____	Number of Credits	Courses for _____	Number of Credits

Courses for _____	Number of Credits	Courses for _____	Number of Credits	Courses for _____	Number of Credits

**Step 5: Student's Certification and Signature**

I understand that submission of this form does not guarantee reinstatement of my financial aid. I certify that I have read and understand the SAP policy. I understand that I am requesting an appeal for continued financial aid eligibility. The Timetable for Completion outlined above is for the required coursework for completion of my current program. I understand any deviation from the above may result in termination of my financial aid.

I certify that I am the student listed on this Appeal Form and that all information provided is complete and accurate.

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

Return this form and any documentation by mail, fax, email, or in person.

**Wake Technical Community College Financial Aid Office**  
 9101 Fayetteville Rd. Raleigh, NC 27603  
[sapappeals@waketech.edu](mailto:sapappeals@waketech.edu)  
 Fax: 919-662-3529

**For Office Use Only:**

**GPA:** Financial Aid \_\_\_\_\_ Registrar \_\_\_\_\_

**Completion Rate:** Hours attempted: \_\_\_\_\_ Hours Completed: \_\_\_\_\_ Percentage: \_\_\_\_\_%

**Remaining Hours:** \_\_\_\_\_

**Form Complete:** Yes \_\_\_ No \_\_\_

**Reason Indicated:** \_\_\_\_\_

**Documentation Attached:** Yes \_\_\_ No \_\_\_

**Academic Plan Included:** Yes \_\_\_ No \_\_\_

**Decision:** Approved: \_\_\_ Denied: \_\_\_

**Notes:** \_\_\_\_\_