

Maximum Timeframe Appeal

Student Name _____ Student ID _____

Degree/Major _____ Estimated Graduation Date _____

What is the Maximum Timeframe?

Maximum Timeframe is a Department of Education requirement and must be monitored for ALL financial aid recipients. Even though it is called Maximum *Time*, it is really a measure of the number of *CREDITS* you have attempted, including transfer credits. The goal is to make sure students are using their financial aid effectively and efficiently progressing toward degree completion. It is NOT an academic suspension and you are still able to register and attend classes if you are in a good academic standing.

The federal government defines the Maximum Timeframe as 150% of your program's published length as measured in credit hours. For example, a typical undergraduate degree requires 180 credits which would result in a Maximum Timeframe of 270 credit hours (180 x 1.5). To maintain eligibility for federal financial aid (including loans), you must be able to complete all of your degree requirements before exceeding the Maximum Timeframe.

***Note:** Students enrolled in minors and/or a second major are not provided a longer maximum timeframe. Therefore, pursuing minors and second majors can negatively impact a student in regards to the maximum timeframe requirement.

If a student reaches a total of 220 credits and has not yet graduated, a requirement will be placed on their account and the student will need to complete a Maximum Timeframe Appeal. The appeal must include:

- a **typed**, detailed letter explaining the circumstances which have caused the student to fail to meet the degree requirements within the published timeframe (high number of attempted credits)
- the student's academic plan to successfully complete the degree requirements
- an academic plan completed and signed with **both** their major advisor and their Student Success Coordinator

You must complete this appeal in its entirety with the required supporting documents in order to register for future terms and be considered for future aid eligibility. Appeal results and follow-up will be emailed to your SOU email address. Please be sure to check your SOU email in case additional information is needed.

IMPORTANT: Incomplete appeals will not be processed. All required signatures and documentation must be attached to this form at time of submission.

Step 1. Attach to this appeal form a typed (not hand written), detailed letter explaining:

- The circumstances that have caused the delay in your progress towards degree completion. **Please note, we need you to speak to the high number of credits accumulated, not the period of time over which you have attended school**
- What has changed that will allow you to now successfully complete your degree

Step 2. Meet with your **major advisor** to review all remaining necessary **major requirements** remaining. List the academic plan for completing all major requirement coursework, being sure to include which term each course will be taken.

(Major Advisor: please complete degree plan with student and sign after all necessary courses have been listed.)

- All deficiencies listed in DegreeWorks must be accounted for on the academic plan
- Any petitions or substitutions must be reflected in DegreeWorks prior to submitting this form

Major Advisor Signature _____ Date _____

Step 3. Meet with your **Student Success Coordinator** to review all remaining necessary **general requirements** remaining. List the academic plan for completing all major requirement coursework, being sure to include which term each course will be taken.

(SSC: please complete degree plan with student and sign after all necessary courses have been listed.)

- All deficiencies listed in DegreeWorks must be accounted for on the academic plan
- Any petitions or substitutions must be reflected in DegreeWorks prior to submitting this form

SSC Signature _____ Date _____

List all course required to complete both major and degree requirements and which term they will be completed.

FALL		WINTER		SPRING		SUMMER	
20__	20__	20__	20__	20__	20__	20__	20__
<i>Class</i>	<i># Credits</i>	<i>Class</i>	<i># Credits</i>	<i>Class</i>	<i># Credits</i>	<i>Class</i>	<i>#Credits</i>
FALL	20__	WINTER	20__	SPRING	20__	SUMMER	20__
<i>Class</i>	<i># Credits</i>	<i>Class</i>	<i># Credits</i>	<i>Class</i>	<i># Credits</i>	<i>Class</i>	<i>#Credits</i>

By signing this form you agree to follow the degree plan as laid out exactly. Any grade other than passing (F, E, I, NC, WD) will void this form and you will be required to complete and submit a new form for approval before aid can be disbursed.

Student Signature _____ Date _____

Form will be submitted to Financial Aid by your SSC. Keep a copy of this form for your records.

Received by _____	Date _____	Approved	Y	N	Approved through _____
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