



# 2024–2025 SATISFACTORY ACADEMIC PROGRESS & MAX TIMEFRAME APPEAL

## Office of Financial Aid

Students must maintain satisfactory progress towards their degree or certificate completion in order to maintain eligibility for financial aid. We understand that students sometimes have difficult personal experiences that can get in the way of school. This process is intended to identify the best ways that LTCC can help you get back on track so that you can get the resources you need to move forward and complete your educational goals.

**Please read this form carefully and in its entirety.**

Last Name:	First Name:	Date:
Address:		Phone Number:
City, State & Zip:		Student ID #:

### **INSTRUCTIONS:** 3 Steps to Submit Your Appeal

1. Complete and sign this appeal form
2. A **signed and dated statement\*** of explanation **must** be attached. Please attach any documentation to support your statement of explanation.
3. See a counselor and complete a Student Educational Plan (SEP). For Max Time Appeals/Petitions, a **comprehensive** SEP is required. Please inform your counselor of this, and make time for an hour-long appointment.

### **INFORMATION:**

- A. Incomplete appeals and/or missing documentation or SEP will delay response time and/or may result in a denied appeal
- B. An appeal notification will be mailed to you once a decision has been made
- C. Submission of an appeal does not guarantee approval – plan ahead for alternative ways to fund your education should your appeal be denied

**Please check the box for each wrap-around service at LTCC that you have utilized in the past:**

Academic Counseling  
Student Accessibility Service  
Tutoring  
EOPS

Equity  
CalWORKs  
Work Experience Program  
Veterans Resource Center

**Term for which you are appealing:** ☐ Summer 2024 ☐ Fall 2024 ☐ Winter 2025 ☐ Spring 2025  
(Check only one semester)

**Reason you are appealing:**  
(check all that apply)

- ☐ Did not maintain minimum cumulative Grade Point Average of 2.0
- ☐ Did not complete minimum number of units for the quarter therefore did not meet the "Pace of Progression" standard (completed units / attempted units = 67% or better)
- ☐ Exceeded maximum number of attempted units allowed for educational goal at LTCC

**\*Statement** – Attach a signed statement which explains **ALL** of the following:

- A. What circumstances beyond your control prevented you from meeting the standard(s) checked above. For example: student's illness or medical issues, family death or emergency, or other special circumstance (documentation must be attached).
- B. How has this situation changed or been resolved so that you will be successful in the future?
- C. Describe your plan for success during the quarter checked above.
- D. If you exceeded the maximum time allowed for your educational goal, explain why you need more time to complete your goal.

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