



2026-2027  
Satisfactory Academic  
Progress &  
Maximum Timeframe Appeal

Office of Financial Aid

Students must maintain satisfactory progress towards their degree or certificate completion 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 Maximum Time Appeals, a comprehensive SEP and Degree Audit are required. Please inform your counselor of this and make time for an hour-long appointment.

**INFORMATION**

1. Incomplete appeals and/or missing documentation or SEP will delay response and/or may result in a denied appeal.
2. An appeal notification will be emailed to you once a decision has been made.
3. 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 services at LTCC that you currently utilized or have utilized in the past:

Academic Counseling

Student Accessibility Service

Tutoring

EOPS

Equity

CalWORKs

Work Experience Program

Veterans Resource Center

Rising Scholars

Reconnect to Complete

Advance

**Indicate the Term for which you are appealing:**

Summer 2026

Fall 2026

Winter 2027

Spring 2027

**Indicate the reason you are appealing:**

(check all that apply)

Did not maintain minimum cumulative grade point average (GPA) of 2.0

Did not complete minimum number of units for the quarter therefore did not meet the "Pace of Progress" standard (completed units / attempted units = 67% or better)

Exceeded maximum number of attempted units allowed for educational goal at LTCC. If this item is selected, complete the questions below:

What is your primary educational goal at LTCC? \_\_\_\_\_

When do you plan to complete this goal (what term and year, e.g. Spring 2026)? \_\_\_\_\_

Are you planning to transfer to a higher-level academic program (e.g. Nursing/PT/OT, Journeyman Trade school or bachelor's degree)?

If you are planning to transfer, complete the questions below:

What college will you transfer to: \_\_\_\_\_

When will you start: \_\_\_\_\_

What will be your major at your transfer school: \_\_\_\_\_

**\*Statement** – Attach a signed statement that clearly addresses all of the following:

- Explain the circumstances beyond your control prevented you from meeting the standard(s) checked above (e.g. student's illness or medical issues; family death or emergency; or other special circumstances. Include supporting documentation.
- Describe how the situation has changed or been resolved so that you will be successful in the future?
- Outline your plan for success during the selected term (quarter).
- If you exceeded the maximum time allowed for your educational goal, explain why additional time is needed to complete your goal.

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