

## **MTF –MAXIMUM TIME FRAME & GPA AND/OR COMPLETION RATE SATISFACTORY ACADEMIC PROGRESS APPEAL INSTRUCTIONS**

You must complete your program of study within 150 percent of attempted credit hours relative to credit hours required to complete the program. For example, if you are enrolled in an educational program that requires 60 credit hours, you cannot receive Federal Student Aid (FSA) Funds after 90 attempted credit hours.

Students in Maximum Time Frame Status may not add an academic program and may only change their current academic program under special circumstances. Students must complete the program they were pursuing at the time they entered MTF status.

If you have experienced mitigating circumstances which impacted your performance, you may submit this appeal form and relevant supporting documentation to the Office of Financial Aid and Veteran Benefits. Your appeal will be reviewed by The Office of Financial Aid and Veteran Benefits to determine whether your individual situation merits an extended period of FSA fund approval.

### **APPEALS FOR MTF & GPA AND OR/ COMPLETION RATE MUST INCLUDE:**

1. MTF with GPA and/or Pass Rate Satisfactory Academic Progress Appeal Form
2. Additional paperwork received from Advising, if required
3. A signed and dated typed Letter of Explanation to include:
  - a. Why I failed to meet GPA or Completion Rate Minimum Academic Standard Requirements.
  - b. What has changed or what changes am I making to allow me to reach Minimum Academic Standard Requirements
  - c. What are my objectives and what is my schedule to achieve these goals.
4. Third party Documentation supporting the reason(s) why Minimum Academic Requirements were not met e.g., a letter from an official familiar with your situation, a police officer, medical or legal documentation, death certificate, etc.

**NOTE:** The Office of Financial Aid and Veteran Benefits may require an Academic Plan as part of your appeal process.

### **NOTIFICATION OF APPEAL STATUS**

The Office of Financial Aid & Veteran Benefits will run a degree audit to determine which classes can be covered by FSA funds. If some or all of your classes are not part of your degree program and you would like to discuss your options with an advisor you will be given a copy of your degree evaluation and appeal form to bring to the Advising Office.

Please allow up to one week for appeal processing and notification.

Failure to complete any part of the appeal process could delay the decision and/or result in the loss of FSA funds.

Notification of the Office of Financial Aid's decision will be sent to you using the email address on file at MCC.

**Submitting an appeal does not guarantee approval or FSA fund eligibility. All appeal decisions are final.**

**MTF –MAXIMUM TIME FRAME & GPA AND/OR COMPLETION RATE  
SATISFACTORY ACADEMIC PROGRESS APPEAL**

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

MCC ID#: \_\_\_\_\_

What is your active academic program? \_\_\_\_\_

When do you intend to graduate from McHenry County College?

Semester \_\_\_\_\_ Year \_\_\_\_\_

Have you run a degree audit using your myMCC account?

YES \_\_\_ NO \_\_\_

Did you visit the Advising Office?

YES \_\_\_ NO \_\_\_

By signing below, I acknowledge the following:

- I will be required to fill out a MTF – Maximum Time Frame Appeal each semester I enroll for classes if I wish to receive FSA funds.
- I will only receive FSA funds for the classes that are approved as part of my degree plan.
- I may change my degree or take classes that are not part of my degree plan but they will not be covered by FSA funds.
- If my appeal is granted, I will be placed in **Probation Status** and will be eligible to receive FSA funds for the approved semester. At the end of the approved Probation semester, I must meet MCC's *Minimum Academic Standard Requirements* for GPA and/or Completion Rate to regain FSA funds eligibility.
- I must complete the requirements outlined in my Academic Plan and improve my academic standing to remain in **Probation Status** for FSA funds eligibility.
- If I am in **Suspension Status** and an appeal has not been granted, I may regain eligibility by meeting MCC's *Minimum Academic Standard Requirements* outlined in the Satisfactory Academic Progress (SAP) Policy.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

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*For OFA office use only*

\_\_\_ MTF approved for all enrolled classes

\_\_\_ MTF partial approval\*\*

\_\_\_ GPA/Pass Rate Approved

\*\* Bring this appeal form and a copy of the evaluation to the Advising office if you wish to discuss your degree plan or change your current class schedule.

\_\_\_ Appeal Granted

\_\_\_ Award Act. Updated

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

\_\_\_ Appeal Denied

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

\_\_\_\_\_  
OFA Signature

\_\_\_\_\_  
Date