

MTF – MAXIMUM TIME FRAME SATISFACTORY ACADEMIC PROGRESS APPEAL INSTRUCTIONS

You must complete a degree or certificate program before your total number of attempted credit hours exceeds 150% of the credits required to complete your academic program.

For example, if you are enrolled in an educational program that requires 60 credit hours to complete you cannot receive Federal Student Aid (FSA) Funds after you have attempted 90 credit hours. ($60 \times 150\% = 90$)

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.

APPEALS FOR MTF – MAXIMUM TIME FRAME MUST INCLUDE:

1. MTF – Maximum Time Frame 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?

NOTIFICATION OF APPEAL STATUS

The Office of Financial Aid and Veteran Benefits will run a degree audit to determine which classes can be covered by FSA funds.

If all your classes are part of your degree program your appeal will be approved and you will be placed in **MTF Probation Status**. Notification will be sent to you using the email address on file at MCC.

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.

You **must** return any paperwork or changes to the Office of Financial Aid & Veteran Benefits in order to have your appeal re-evaluated.

**MTF – MAXIMUM TIME FRAME
SATISFACTORY ACADEMIC PROGRESS APPEAL FORM**

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 ___

I am registered for _____ semester.

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.

Student Signature

Date

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

For OFA office use only

Evaluation Processed: Degree: _____ Catalog Year: _____ Date: _____

___ MTF approved for all enrolled classes

___ MTF partial approval**

OFA Signature

Date