



# Maximum Time Frame Appeal

## Please fill in the spaces below:

Student Name: \_\_\_\_\_ Social Security Number: \_\_\_\_\_  
 Student's ID Number: \_\_\_\_\_ Email: \_\_\_\_\_

### Maximum Time Frame

According to the Satisfactory Academic Progress (SAP) policy, students must complete their academic program within a specified maximum time frame as required by their chosen program of study. Financial aid eligibility is limited to accumulated attempted hours totaling no more than 150% of the credit hours required to receive a first undergraduate degree (i.e., 120 hours required x 1.5 = 180 maximum allowable hours attempted for financial aid eligibility). Every semester in which you are enrolled in school will be counted, even the semesters when you do not receive financial aid. Transfer hours from other institutions accepted by the University will count toward the maximum credit hour limit.

If you have reached Maximum Time Frame for your degree of study, you are no longer eligible to receive financial aid. This form will allow you appeal the SAP policy for an extension of your financial aid eligibility, in order to complete your degree. This appeal is subject to approval by the Director of Financial Aid. Follow the 4 steps listed below and submit both pages of this appeal and the accompanying documentation to the financial aid office for review.

#### Step 1 of 4 – Academic Standing

Program of Study: \_\_\_\_\_  
 Date Enrolled As Such: \_\_\_\_\_  
 If this is a Selective Admission Program, have you been accepted?  
 Total # of Credits Earned: \_\_\_\_\_  
 Total # of Credits Attempted: \_\_\_\_\_  
 Total # of Credits Remaining: \_\_\_\_\_  
 Total # of Semesters Remaining: \_\_\_\_\_

#### Step 2 of 4 – Letter of Appeal

Provide a legible letter of appeal which addresses both of the following: (a) why you have been unable to complete your program within the maximum number of credits allowed AND (b) your current program of study and career goal(s).

#### Step 3 of 4-Enrollment Intentions

Complete the table on page 2 indicating your enrollment plans for completing your educational goal. For assistant in completing the table, visit the records office for an unofficial transcript, consult your academic advisor for a degree audit, or look up your degree curriculum in the online course catalog (<http://www.rio.edu/catalog/index.php>)

#### Step 4 of 4 – Acknowledgement of terms and conditions of a granted appeal

I understand that if I am granted an appeal for reinstatement of my financial aid, I must maintain a minimum overall 2.0 GPA, complete 100% of the courses attempted each semester on time to retain eligibility (incompletes will not be accepted), and understand only those courses required for degree completion will be financial aid eligible.

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

University of Rio Grande/Rio Grande Community College

PO Box 500  
 Rio Grande, OH 45674-0500

Financial Aid Office  
 Phone: 740-245-7218  
 Fax: 740-245-7102

Email: [finaid@rio.edu](mailto:finaid@rio.edu)



Visit: [www.rio.edu](http://www.rio.edu) for



# Maximum Time Frame Appeal

## Please fill in the spaces below:

Please list all of the courses needed to complete your program and the respective credit hours broken down by the semester the courses will be taken.

Semester: _____	20 ____ (year)	Semester: _____	20 ____ (year)
Course Number:	Credit hours	Course Number:	Credit hours
<i>Example: MTH 10103</i>	4 hours	<i>Example: MTH 10103</i>	4 hours
Semester: _____	20 ____ (year)	Semester: _____	20 ____ (year)
Course Number:	Credit hours	Course Number:	Credit hours
<i>Example: MTH 10103</i>	4 hours	<i>Example: MTH 10103</i>	4 hours
Semester: _____	20 ____ (year)	Semester: _____	20 ____ (year)
Course Number:	Credit hours	Course Number:	Credit hours
<i>Example: MTH 10103</i>	4 hours	<i>Example: MTH 10103</i>	4 hours

OFFICE USE ONLY

<p>Maximum Time Frame Approval:</p> <p>____ Approved</p> <p>____ Denied</p> <p>Comments: _____</p> <p>Director of Financial Aid Signature: _____</p>
--

University of Rio Grande/Rio Grande Community College

PO Box 500  
Rio Grande, OH 45674-0500

Financial Aid Office  
Phone: 740-245-7218  
Fax: 740-245-7102

Email: [finaid@rio.edu](mailto:finaid@rio.edu)



Visit: [www.rio.edu](http://www.rio.edu) for more information