

MAXIMUM TIME FRAME APPEAL

Please complete the reason for appeal and what you plan to improve sections before meeting with your advisor. If you cannot print the form answer those questions in an email, or hand-write and take photo. When you meet with your advisor they will instruct you how to submit the answers. We can be flexible on how we get the answers but we must have them before your appeal will be approved. You must also sign page 3. If you cannot sign, an email from your HCC email stating that you have reviewed and understand your Maxtime Frame SAP worksheet/plan will be accepted.

Call (443) 412-2301 to schedule an appointment with advisor.

Pages 2 and 3 will be completed with advisor

Reason for Appeal: (Attach additional pages if needed)

What you plan to change to improve your success in college:

Student Signature or HCC Email Required Date

MAXIMUM TIME FRAME APPEAL GUIDELINES:

- Only courses needed to complete the degree(s) are eligible for aid. Plans will not exceed 4 semesters.
- Only courses for which the student is receiving aid can count toward the 6 credit (half-time) requirement for loan eligibility and other aid with credit requirements.
- If student has already taken all classes required for graduation in any major, the appeal will not be approved. Student should apply for graduation. HCC will not approve an appeal to complete courses needed for transfer that are not a requirement of the HCC degree.
- Students at Maximum Time Frame attempting to get into nursing program must be accepted by nursing program before the Maximum Time Frame appeal is approved.
- Students must be meeting 67% cumulative completion rate or be able to achieve 67% by end of plan.
- If a student changes majors while at HCC credits taken in all majors while at HCC will be included in the maximum timeframe calculation.
- Student cannot repeat already completed classes for a better grade.

How to calculate Maximum Time Frame: You are terminated when it is determined you cannot complete your program within 150% of its length

1. **Determine your program length** (most are 60 credits)
2. **Determine Attempted credits** All courses on student transcript, including transitional studies courses, repeated courses, transfer credits and withdrawals. If a student repeats a course previously taken, both the original and the repeated course are counted as attempted credits. Advanced Placement and Military Credits on transcript are also included
3. **Determine Completed credits** Any class on student transcript with grade of A, B, C or D, including transitional studies courses and TR (transfer), ML (military) and AP (Advanced Placement).
4. **Subtract Attempted minus Completed credits**
5. **If that number is more than 50% of your program length you will not be able to complete within 150% and you are terminated for Maxtime Frame**
6. **Example:** 23 completed/ 54 attempted $54 - 23 = 31$
 $31 > 30$ (50% of 60 credit program) and student is terminated for Maxtime Frame.

Student is terminated for Maxtime Frame at the end of the semester when the spread between attempted and earned exceeds 50% of program length.

Revised Plan

Date _____
Revised _____

Check One:

- Maxtime Frame Academic Plan for SAP Improvement (MAPSI 2-4 semesters)**
- Course Planning Worksheet (only 1 semester)**

Name: _____
 Program of Study: _____
 Advisors Name: _____
 H# _____
 Date: _____ GPA/Comp. Today: _____

Classes	Term	Credits	Min Grade *	Previous Grade	Earned Grade

Advisors: Cumulative GPA and Completion projected at end of this semester: _____

Financial Aid Use Actual GPA/Completion _____

- Okay to Continue Terminated Plan Done
- I/N Grade Good Now Special Situation

Classes	Term	Credits	Min Grade *	Previous Grade	Earned Grade

Advisors: Cumulative GPA and Completion projected at end of this semester: _____

Financial Aid Use Actual GPA/Completion _____

- Okay to Continue Terminated Plan Done
- I/N Grade Good Now Special Situation

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Classes	Term	Credits	Min Grade *	Previous Grade	Earned Grade

Advisors: Cumulative GPA and Completion projected at end of this semester: _____

Financial Aid Use Actual GPA/Completion _____

- Okay to Continue Terminated Plan Done
- I/N Grade Good Now Special Situation

Satisfactory Academic Progress

Maximum Time Frame

ADVISOR AND STUDENT MUST SIGN THIS FORM

ALL 3 PAGES MUST BE COMPLETED

Advisor Notes:

Student must follow this SAP plan/worksheet in its entirety or plan will be voided and financial aid will be terminated.

You should visit:

- The Learning Center**
443-412-2427 learningcenter@harford.edu
- Disability and Student Intervention Services**
443-412-2402, disabilitysupport@harford.edu

Advisor Signature or email REQUIRED Date

**Credits earned for Transitional Studies Courses are not college level credit, (see Catalog), but they do count in the GPA calculated for Financial Aid Satisfactory Academic Progress (SAP). They are indicated on your transcript with an *. ALL credits on your transcript will count in the Maxtime Frame and completion/pace SAP calculation.*

- I understand that every student who seeks an appeal of the termination of financial aid eligibility must meet with an academic advisor to determine if they can meet SAP requirements in one semester (worksheet) or if advisor must develop an ACADEMIC PLAN FOR SAP IMPROVEMENT (APSI)
- I understand my Appeal is not approved until the completed one semester worksheet or multi semester APSI is submitted to the Financial Aid Office and reviewed by Financial Aid Appeals Committee. You will receive an email to your HCC email once this worksheet/plan is reviewed. I understand that the worksheet will not exceed 1 semester and a MAPSI plan will not exceed 4 semesters.
- I understand I am permitted to appeal only ONE time. Additional appeals will not be accepted. Be sure to meet with designated advisor if you do not feel that you can meet the terms of the worksheet or plan. Revisions *may* be possible.
- I understand that I must follow this plan/worksheet in its entirety in order to remain eligible for financial aid.
- I understand that the Financial Aid Office will be monitoring my progress and all aid will be terminated if I do not comply with the plan/worksheet.
- I have read and understand the requirements to stay in good standing for financial aid (Satisfactory Academic Progress). Available at: <http://www.harford.edu/student-services/financial-aid/satisfactory-academic-progress.aspx>
- I understand that this worksheet/plan is an agreement between the HCC Financial Aid Office and me.

Student Signature or HCC email REQUIRED

Date

ALL 3 PAGES MUST BE SUBMITTED TO FINANCIAL AID OFFICE at finaid@harford.edu

Student will return this form to Financial Aid office at finaid@harford.edu. Financial Aid office will review MAPSI and send appeal approval to HCC email. THIS APPEAL IS NOT APPROVED UNTIL YOU RECEIVE EMAIL FROM FINANCIAL AID APPEALS COMMITTEE

Appeal Deadline is 2 weeks before beginning of semester.