

For Student Information Only

Steps to Complete the Maximum Time Frame Appeal Form

1. **Complete Sections A and B beginning on the next page.** You must check the applicable boxes and provide a written/typed statement in the spaces provided explaining why Satisfactory Academic Progress was not achieved.
2. **Meet with an SAP Advisor** to review your remaining degree requirements, map out your graduation timeline, review the Academic Plan Agreement, and obtain their signature.
3. **Submit the complete packet** to the **SAP Advisor** by the priority dates below.

Please note that all instructions must be followed and supporting documentation submitted. Incomplete appeals cannot be processed and will prevent your request from moving forward.

Understanding Satisfactory Academic Progress (SAP) Components

SAP Component	How It Is Measured
1. Grade Point Average (GPA)	Students must maintain a 2.0 cumulative GPA to meet SAP Standards.
2. Completion (Pace)	Students must successfully complete and pass at least 66.5% of all cumulative registered credits.
3. Maximum Time Frame	Federal regulations state that students may not exceed 150% of the credit hours required for their active degree program. For a standard Associate's Degree, this limit is generally 90 credits.

Priority Dates

All SAP Appeals must be completed and submitted to the Financial Aid office by the following priority dates to be considered for financial aid reinstatement for the active term.

Fall: November 15

Spring: April 15

Summer: July 15

Satisfactory Academic Progress Appeal

Full Student Name: _____

Middlesex College ID Number: _____ Current Program/Major: _____

Current Cumulative GPA (cGPA): _____ Current Pace: _____

Part A: Reason for Reaching Maximum Time Frame

I am appealing for the following semester(s): _____

Please check the circumstance(s) that caused you to exceed this limit:

☐ **English as a Second Language (ESL)/Developmental Courses**

☒ I required extensive preparatory coursework before entering program-level classes.

Enter number of ESL/Developmental credits taken: _____

☐ **Change of Program/Major** (*explanation optional*)

☒ I have changed my major/program of study during my time at Middlesex College from:

_____ to _____

☐ **Pursuing an Additional Degree** (*explanation optional*)

☒ I already graduated or completed a prior degree at Middlesex College and am returning for a new program/credential.

☒ **You must complete the New Program Agreement.**

☐ **Transfer Credits** (*explanation optional*)

☒ I transferred a significant number of credits from a prior institution that do not apply to my current major.

Enter number of Transferred Credits that do not apply to current major: _____

☐ **Other Extenuating Circumstances** (*explanation required*)

☒ Medical, personal, or family constraints that prolonged degree completion

☒ Explanation: Provide a detailed explanation as to the reason(s) you have exceeded maximum timeframe and how each situation has changed to allow you to demonstrate Satisfactory Academic Progress standards moving forward.

Academic Plan

This academic plan reflects your recommended course sequence as discussed with your SAP Advisor. While this plan outlines your ideal path toward graduation, we recognize that course offerings and personal schedules may require adjustments from term to term. Any necessary updates should be discussed with your advisor.

Term 1: _____ (i.e. Fall 2026)

Course Code	Credits	Required Major requirement? (Yes/No)
Example: ENG121	3	Yes

Term 2: _____ (i.e. Spring 2027)

Course Code	Credits	Required Major requirement? (Yes/No)
Example: ENG121	3	Yes

Term 3: _____ (i.e. Fall 2026)

Course Code	Credits	Required Major requirement? (Yes/No)
Example: ENG121	3	Yes

Term 4: _____ (i.e. Spring 2027)

Course Code	Credits	Required Major requirement? (Yes/No)
Example: ENG121	3	Yes

Term 5: _____ (i.e. Fall 2026)

Course Code	Credits	Required Major requirement? (Yes/No)
Example: ENG121	3	Yes

Term 6: _____ (i.e. Spring 2027)

Course Code	Credits	Required Major requirement? (Yes/No)
Example: ENG121	3	Yes

Current Cumulative GPA (cGPA): _____

Current Pace: _____

Total Remaining Credits Needed to Achieve SAP Standards: _____

Academic Plan Agreement

(Complete this page with an SAP advisor)

All students **must** meet with an SAP advisor to review this Academic Plan Agreement before submitting the whole SAP packet. Submission of the Academic Plan Agreement without review with an SAP advisor will result in the SAP packet not being reviewed. Students whose appeals are approved through the Financial Aid SAP Appeal Committee must agree to and abide by the following Terms and Conditions.

Terms and Conditions

- ☐ I understand that by submitting this academic plan before a decision is made does not guarantee a favorable decision.
- ☐ I understand that this academic plan will only be valid if my appeal is approved.
- ☐ I understand that failure to comply with all agreed elements of the Academic Plan Agreement will result in the loss of all my Financial Aid awards.
- ☐ For future semesters, I understand that I will need to pay for all semesters out of my own financial resources should I not comply with this academic plan.

Satisfactory Academic Progress Standards

Grade Point Average (GPA)

- While on an academic plan, students must maintain a minimum of a 2.0 GPA for **each** semester. Students must maintain a 2.0 cumulative GPA to meet SAP standards.

CGPA: _____

Completion Pace

- While on an academic plan, students cannot withdraw from or fail any courses. An F, W, or I grade will result in an automatic failed academic plan and In an immediate loss of all Financial Aid awards. Students must maintain a 66.5% completion pace of all courses registered.

Pace: _____

Credits Remaining: _____

Maximum Credits (Maximum Time Frame)

- Students may not exceed 150% of credits of any given degree. For an Associate's Degree, this is generally a maximum of 90 credits.

Anticipated Graduation Date: _____

Compliance Agreement

I, _____, understand that failure to maintain a 2.0 GPA each semester or failing/withdrawing from a course while in an approved Academic Plan will result in a loss of all my financial aid awards. Unresolved incomplete (I) grades will result in a loss of all my financial aid awards. I further understand and agree to only take courses in my major and to repeat failed courses, if applicable, that fall within my current major.

By signing below, you agree to all the terms outlined above.

Student Signature: _____ Date Signed: _____

SAP Advisor Signature: _____ Date Signed: _____

Example of reasons that may be considered suitable justification for appeals.

Name and Date must be on original documentations.

- ☐ **Illness or Injury which prevented attendance in class or Illness of Family Member which prevented attendance in class**
 - ☐ Medical records
 - ☐ Hospital bill
 - ☐ Doctor's note
 - ☐ Therapist/counselor letter
- ☐ **Death of Family Member**
 - ☐ Obituary
 - ☐ Prayer card
 - ☐ Death certificate
 - ☐ Therapist/counselor letter
- ☐ **Childcare**
 - ☐ Letter from childcare center (letterhead, preferred)
- ☐ **Required Court Dates**
 - ☐ Court documents
 - ☐ Letter from lawyer (on letterhead)
 - ☐ Police records
 - ☐ Therapist/counselor letter
- ☐ **Homelessness**
 - ☐ Letter from shelter or church
 - ☐ Letter from counselor (including school counselor)
 - ☐ Police report (if police was involved)
- ☐ **Transportation Issues**
 - ☐ Receipts from mechanic if car was getting fixed
 - ☐ Accident report
 - ☐ Registration for new car
 - ☐ License (if previously did not have)
- ☐ **Unavoidable Work Conflict**
 - ☐ Pay stubs
 - ☐ Letter from a manager/supervisor (on letterhead)
 - ☐ Bank Statements
 - ☐ Work schedule
- ☐ **Other Unavoidable Events and Third-party documentation of event on organization letterhead (no family members.)**
 - ☐ Licensed counselor (including school counselor)
 - ☐ Social Worker
 - ☐ Pastor
 - ☐ Teacher/Professor
 - ☐ Program Advisor



Scan QR Code for our SAP Policy or by visiting: bit.ly/KeepYourFinancialAidEligibility