Satisfactory Academic Progress Appeal Form – Maximum Timeframe

Please Print:
Name____________________________________________ Student ID Number____________________________________
Phone (_____) ____________________ Student Email Address ____________________________________________
Semester for which you are requesting reinstatement of your financial aid ________________________________________
(Appeals may not be submitted for a term that has ended.)

What is your current program of study/major? __________________________________________________________
What is the anticipated completion date for your current program? _________________________________________

Step 1: Fill in the max timeframe information below.

- Evaluate your current program of study to determine the courses needed for completion and fill in the appropriate information in the grid.
- You can find courses still remaining for your program in Degree Works from your Banner Web account. See the instructions below.
- If assistance is still required to make this determination, you should meet with your academic advisor.

1. Go to Athenstech.edu
2. Under “Current Students” select “Banner Student Login”
3. “Enter Secure Area – Registration, Fee Payment, Check Grades, etc.”
4. Log in using your student ID number and your PIN
5. Click on “Student Services & Financial Aid” and then “Degree Works”
6. Click “Link to Degree Works”
7. Select “Registration Checklist” from drop-down box and then the “View” tab.

Step 2: Prepare a typed statement that explains why you have been unable to complete your program of study in the 150% of the time allowed and how long you will need to graduate.

- If medical issues prevented you from completing your program, please explain and provide medical documentation.
- If you have previously graduated from a program and are unable to find employment, give details.
- If you are returning to school for a career change, include details in your statement.

Step 3: Submit your Max Timeframe Appeal Form along with supporting documents to the Financial Aid Office along with your appeal statement.
Satisfactory Academic Progress Appeal – Maximum Timeframe

Name ______________________________________ Student ID Number __________________________

1. Current Program of study ________________________________________________________________

2. Anticipated Program Completion Date _____________

3. Completion Plan:

| COURSE TITLE | COURSE NUMBER | NUMBER OF CREDITS | PROPOSED SEMESTER COURSE WILL BE COMPLETED |
|--------------|---------------|-------------------|________________________________________|
| Example: Biology | 1111 | 3 | Fall 2013 |

If additional room is needed, please attach additional sheets to outline your plan for completion.

4. By signing this form I understand that if my appeal is approved I can register and receive financial aid only for the courses needed for completion within my remaining eligibility. I also understand that I must complete all courses with a grade of C or better.

____________________________________________________  ______________________________________
Student Signature                                                                 Date

Athens Technical College does not discriminate on the basis of race, color, national origin, gender, or disability. Inquiries regarding nondiscrimination policies may be directed to the Director of Human Resources, 800 US Hwy 29 N, Athens, GA 30601, (706) 583-2818.

Mar 2015