SATISFACTORY ACADEMIC PROGRESS (SAP)
MAXIMUM TIME FRAME APPEAL FORM

This form is for students who have exceeded the Maximum Time Frame component of the Satisfactory Academic Progress Policy due to either of the following:

- Pursuing a first degree but are beyond 150% of the required credit hours for degree completion
- Pursuing a second degree (Undergraduate or Graduate)

According to your academic record, you have either previously earned a degree from Virginia Commonwealth University (VCU) or you have exceeded the amount of credits required for your program. Federal regulations state that the Maximum Time Frame a student has to complete a program cannot exceed 150% of the program’s published length.

In order for the Financial Aid Office to consider you for additional financial assistance, both you and your Academic Advisor must complete this form. We will review all information provided and will notify you in writing of our decision. If your appeal is approved, aid will be awarded only for the remaining credits required for the completion of your degree. If we determine that you have other progress issues (credit deficiency and/or low GPA), we will notify you after we review your Maximum Time Frame Appeal.

SECTION A: STUDENT INFORMATION

Name: ___________________________ VID: ______________________________
Permanent Address: ____________________________________________________________________
                      Street City State            Zip
Telephone Number: ___________________________ Term the Appeal is for:______________________

1. Current Major: ____________________________________________

2. Did you change your major while attending VCU?
   a) No _______
   b) Yes _______ When: __________________

3. Are you pursuing a second degree from VCU?
   a) No _______
   b) Yes _______ What is your 1st Degree? (ex. BA or BS)__________________________

Office of Financial Aid • Grace E. Harris Hall Student Service Center • 1015 Floyd Ave., 1st Floor • Box 843026 • Richmond, VA 23284-2520
(804) 828-1550 • Fax (804) 827-0060 • www.finaid.vcu.edu • VCU is an EEO/AA institution.
4. Did you transfer credits from another university?
   a) No ________
   b) Yes ________  Number of credits transferred __________________

5. What is your expected date of graduation? _________________________________

6. Please attach a typed explanation why you require additional time to complete your primary degree or for earning a second degree.

7. Please Provide a Print out of your Degree Works and/or Student Service Collaborative (SCC)

SECTION B: ACADEMIC ADVISOR CONFIRMATION
Your Academic Advisor must complete this section before being submitted to the Office of Financial Aid.

Number of credits remaining to complete his/her degree: ________________

Anticipated date of graduation: __________________________

Additional Comments from Advisor/Dean/Executive Director of Graduate Enrollment Management:
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

Section C: SIGNATURES

Academic Advisor’s Signature: ___________________________ Date: __________________

Student’s Signature: _________________________________ Date: __________________