



# Satisfactory Academic Progress Maximum Timeframe Appeal

## For Students on Maximum Timeframe Suspension

Student Name (print) \_\_\_\_\_ KCC ID# \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

(\_\_\_\_) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_

Telephone Number \_\_\_\_\_ Cell Phone Number \_\_\_\_\_ Reason for Appeal \_\_\_\_\_

### PLEASE READ BEFORE CONTINUING:

You have exceeded the maximum timeframe allowance to earn a degree utilizing Federal Title IV Aid at Kellogg Community College. If you are currently enrolled you will need to make arrangements to pay for your classes. If approved, your aid could take several more weeks to process depending on your circumstance. You will need to meet with an Academic Advisor prior to submitting this appeal. You may provide the following details on this form or in letter form:

Are you changing your program of study or earning a second degree? Yes  or No

If you answered yes please explain why.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 1) What program are you currently pursuing? \_\_\_\_\_
  - a. What is your expected graduation date? \_\_\_\_\_
- 2) How many credits have you currently attempted? \_\_\_\_\_
- 3) How many credits do you need to graduate? \_\_\_\_\_
- 4) What has contributed to you not being able to complete your program of study with in the allowable timeframe? Think about what circumstances/events occurred that prevented you from meeting the satisfactory academic progress maximum timeframe requirement.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 5) I have met with an Academic Advisor and have included a signed Academic Evaluation with this appeal.  
Yes  (***This is a requirement and must be submitted with the appeal. An appeal that is submitted without this documentation will be denied.***)

*To the best of my knowledge all the information on this Maximum Timeframe Appeal Form and supporting documents are accurate and complete. I acknowledge that if the form is incomplete I will receive a denial letter.*

Additional stipulations include the following:

- If you have been re-admitted back into a KCC program, it does NOT guarantee that your financial aid appeal request will be approved.

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

Academic Advisor/Counselor \_\_\_\_\_ Date \_\_\_\_\_

If financial aid is restored, you will be able to view your award letter through the KCC Web Portal. All awards are based on full-time enrollment (12 credits or more). If you are taking less than 12 credits your aid may be pro-rated based on your enrollment status.

**Appeal Submission Deadlines:**

- Fall — November 1
- Spring — April 1
- Summer — June 19

Submit to: Kellogg Community College Financial Aid office  
450 North Avenue Battle Creek MI 49017  
Phone – 269 965 4123  
Secure Fax – 269 966 4089  
Email – [finaid@kellogg.edu](mailto:finaid@kellogg.edu)  
Financial Aid SAP Policy:  
[www.kellogg.edu/financial/pdf/SatisfactoryAcademicProgressPolicy.pdf](http://www.kellogg.edu/financial/pdf/SatisfactoryAcademicProgressPolicy.pdf)

**FOR FINANCIAL AID OFFICE TO COMPLETE**

Received in office \_\_\_\_\_ Reviewed by \_\_\_\_\_