ANOKA-RAMSEY
COMMUNITY COLLEGE
CAMBRIDGE • COON RAPIDS

Maximum Time Frame Appeal Form

Satisfactory Academic Progress Policy – Requirement:
Maximum time frame – Students are expected to complete their degree/certificate within an acceptable maximum time frame. Financial aid recipients may continue to receive aid through 150% of the published credit length of the declared program (example: 150% of a 60 credit AA degree equals 90 credits (see complete Satisfactory Academic Progress Policy at www.anokaramsey.edu).

Appeals:
A student who has a Maximum Time Frame Hold on their financial aid has the right to appeal based on unusual or extraordinary circumstances (generally defined as something outside the student's control).
A student must also complete this appeal in order to receive financial aid for prerequisite coursework. Those approved may be eligible for loans only, up to one consecutive academic year cycle.

Appeals must:
- Be submitted in writing to the Financial Aid Office at either campus before the end of the term they are seeking financial aid
- Include an explanation of the circumstances that affected the maximum time frame issue (include supporting documentation)
- Include the Degree/Certificate Plan Verification Form signed by a counselor/advisor and attach to the appeal

Definitions/Conditions:
- A Maximum Time Frame Hold only affects financial aid recipients. Students may register for a term but would be responsible to pay their tuition and fees if the maximum time frame hold is not appealed and approved.
- Cumulative Registered Credits – total number of credits for all periods of enrollment, including summer terms or terms for which the student did not receive financial aid.
- Transfer Credits – credits earned at another college that are transferred to ARCC are included.
- Consortium/Joint Program Credits – credits accepted for purposed of processing financial aid, include with cumulative registered credits.

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Student Section:

Name_____Student ID_____

ARCC Email_____@my.anokaramsey.edu Phone#_____

Address_____
(Street) (City) (State) (Zip)

1) What unusual or extraordinary circumstances contributed to your Maximum Time Frame Hold? (*Supporting explanation/documentation is required – you may attach an additional letter)*_____
_____
_____
_____

2) When do you anticipate you will complete your studies at ARCC? Term_____ Year_____

Student Signature_____ Date_____

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Office Section:

Transfer Cr. _____ Local Att. Cr. _____ Developmental Cr. _____ Max Time Frame Cr. _____

YOUR APPEAL REQUEST IS:

☐ Approved only for required courses listed on the Degree/Certificate Plan Verification Form to complete your studies at ARCC (**one time only, no repeats allowed for financial aid)**. Approved Until:_____

☐ Pending:_____

☐ Denied:_____

FA Signature_____FATitle_____Date_____

ARCC is an affirmative action, equal opportunity educator/employer.
To receive this information in an alternate format, call 763-433-1925 (TTY) - Cambridge Campus or 763-433-1450 (TTY) - Coon Rapids Campus. Rev. 2/5/13

DEGREE/CERTIFICATE PLAN VERIFICATION FORM

Educational Services, Anoka-Ramsey Community College

_____
(Student ID #)

_____ _____
(Student Printed Name) (Advisor Printed Name)

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The student listed above is planning to complete the following degree/certificate(s) at ARCC:
The student listed above has the following **degree/certificate(s) declared with the Records Office** (if not, this appeal will be denied):

AA / AS / AAS / AFA / CERT / Prereqs-Trnsfr (circle one) in _____

AA / AS / AAS / AFA / CERT / Prereqs-Trnsfr (circle one) in _____

The student only needs to complete the courses listed for degree/certificate/prereq completion:

_____/CR Term_____ _____/CR Term_____ _____/CR Term_____

_____/CR Term_____ _____/CR Term_____ _____/CR Term_____

_____/CR Term_____ _____/CR Term_____ _____/CR Term_____

_____/CR Term_____ _____/CR Term_____ _____/CR Term_____

_____/CR Term_____ _____/CR Term_____ _____/CR Term_____

_____/CR Term_____ _____/CR Term_____ _____/CR Term_____

_____/CR Term_____ _____/CR Term_____ _____/CR Term_____

_____
Initial here

I understand all of the requirements, expectations, definitions, and conditions of Satisfactory Academic Progress and Maximum Time Frame.

_____
Initial here

I understand that only the course(s) listed on this appeal will be considered for financial aid; only once, no repeated coursework will be considered.

_____
Initial here

I understand that if I make any changes, it is my responsibility to communicate this to the financial aid office, and the change may not be approved.

_____ _____
(Student Signature) (Date) (Advisor Signature) (Date)