

Anoka-Ramsey Community College

Cambridge • Coon Rapids

Phone: 763-433-1500

Fax: 763-433-1501

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 64 credit AA degree equals 96 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).

Appeals must: No appeal will be processed without all required steps complete

- 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.

Student Section: (please print)

Name _____ Student ID _____ PH # _____

Address _____
(Street) (City) (State) (Zip)

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

2) What is your Educational Plan (degree/major) at ARCC? _____

(Your major on file with the Records Office must match the academic plan or your appeal will be denied)

3) When do you anticipate you will complete your studies at ARCC? Term _____ Year _____

Student Signature _____ Date _____

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 major/degree 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.

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