



## Time Limit/Pace of Progression Appeal

### Why are there time limit and pace of progression requirements?

Schools must set a maximum time limit for students to complete a program of study. At Peninsula College, the time limit is based on attempted credits. Schools must also verify that students are meeting the minimum federal pace of progression requirements. In accordance with financial aid regulations, schools must count all attempted credits, whether paid by financial aid or not, including transfer credits from other schools.

Please see the Satisfactory Academic Progress and Pace of Progression Policies on the Financial Aid web page at [www.pencol.edu](http://www.pencol.edu) for more.

### Appeals must be based on unusual or extraordinary circumstances beyond your control.

Appeals are not approved solely because additional credits are needed to complete a program. Appeals must be based on unusual or extraordinary circumstances that prevented you from completing your program within the maximum time frame and/or within the minimum pace of progression requirements. Appeals must include official documentation.

Switching from one program to another is not considered an unusual or extraordinary circumstance unless the change of program was required because of a documented disability.

### Extensions for more time are limited.

Even if your circumstances warrant approval of a time limit extension or pace of progression exception, you may not receive approval for 100% of the additional credits you need to complete your degree or certificate.

### **How to Apply for a Time Limit Extension and/or Pace of Progression Exception:**

- Step #1** Read and complete this form (top section) and sign and date below.
- Step #2** Obtain an official, signed academic plan from your advisor. This plan can only include those classes required to finish your program. Plans that include non-essential classes will be denied.
- Step #3** Prepare a written, signed statement, in your own words, explaining the unusual and/or extraordinary circumstances that prevented you from completing your program within the timeframe and/or minimum required pace of progression. Gather official supporting documentation. If Financial Aid already has copies of your supporting documentation because you submitted it as part of a previous Appeal for Reinstatement, you should mention this in your written statement.
- Step #4** **If you currently have approval for course substitutions that will apply towards your current program,** obtain a Transcript Evaluation from Enrollment Services.
- Step #5** Submit this form, your academic plan, your statement and documentation, and the completed Transcript Evaluation (if needed) to the Financial Aid Office. **Incomplete Appeals will not be accepted.** We encourage students to submit appeals at least three weeks prior to the tuition deadline for the quarter in which you will need the extension. Appeals turned in at the last minute may not be processed in time for you to receive a response prior to the tuition deadline.

Name: \_\_\_\_\_

SID: \_\_\_\_\_

SSN: \_\_\_\_\_

Program of Study: \_\_\_\_\_



**Student Certification:**

**I understand and agree that:** 1) extensions for more time are not granted solely because I need more time to complete my program; 2) extensions are not approved for courses not required to finish my program; 3) extensions are limited and may not be approved for 100% of the additional credits I need to finish my program; and 4) I will receive a written response to my appeal within 12-14 business days of the date I turn in my **completed** appeal. I understand that incomplete appeals will not be processed.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**Financial Aid Appeal Committee use only**

Approved for \_\_\_\_\_ credits, beginning \_\_\_\_\_ quarter\*

Denied (letter of explanation mailed on \_\_\_\_\_)

Financial Aid Officer Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

*\*Student's registration may be checked prior to disbursing aid each quarter to ensure the academic plan is being followed; if registration does not match academic plan, aid may be canceled or revised without notice.*