Satisfactory Academic Progress Worksheet for **Maximum Time Frame (MTF)**

**Student Section:**
Student, you do not meet the Maximum Time Frame (MTF) component of the University of Louisville’s SAP policy. Federal regulations mandate that students who cannot meet SAP requirements at the end of one approved payment semester (probation), must follow a plan to ensure that he or she can meet SAP within a specified length of time to continue receiving financial aid. You are required to meet with your academic advisor and complete this form as part of your formal SAP appeal. Submitting a completed plan does not guarantee an approved appeal. It is your responsibility to meet the requirements of your plan and any other requirements specified in an approved appeal.

This worksheet is supplemental information that should be submitted with all other required appeal documents.

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<tr>
<th>Name: Last</th>
<th>First</th>
<th>MI</th>
<th>Student ID Number</th>
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<tr>
<th>Student’s Phone Number</th>
<th>Student Email Address</th>
<th>Alternative Email Address</th>
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<tr>
<th>Student Signature</th>
<th>Date</th>
<th>Degree and Major</th>
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**Academic Advisor Section:**
Advisor, this student currently does not meet Satisfactory Academic Progress (SAP) and has chosen to submit an appeal for financial aid. This student does not meet Maximum Time Frame because he or she has exceeded 150% of the minimum hours needed to complete his or her program. Please use the section below to help the student outline an academic plan for his or her remaining semesters. This plan should outline remaining courses necessary for the student to complete his or her program in a timely manner. The information included on this form is exactly what our office will follow to design the student’s SAP plan. **Feel free to attach a signed letter to this form if you feel additional information is needed to support this student’s appeal.**

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<tr>
<th>Semester Term</th>
<th>Semester Hours required</th>
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Estimated number of total remaining hours: _________  Estimated graduation date: _________________________

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<th>Advisor Name</th>
<th>Department</th>
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You may visit the financial aid website for more detailed information regarding the SAP policy.