

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 to 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.

_____ Name: Last	_____ First	_____ MI	_____ Student ID Number
_____ Student's Phone Number	_____ Student Email Address	_____ Alternative Email Address	
_____ Student Signature	_____ Date	_____ Degree and Major	

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.**

Estimated number of total remaining hours: _____ Estimated graduation date: _____

_____ Advisor Name	_____ Department
_____ Advisor Signature	_____ Date

You may visit the financial aid web site for more detailed information regarding the SAP policy.