



### **/Maximum Timeframe Appeal Directions**

Has your financial aid eligibility been suspended because you have not completed your degree within the maximum timeframe but still have Federal Pell Grant and/or Federal Loan eligibility? Are there extenuating circumstances that occurred, beyond your control, that have prevented you from completing your degree within the timeframe? If so, you have the right to appeal the maximum timeframe to the Satisfactory Academic Progress Committee. If you have already reached federal loan and/or Pell limits, the committee cannot extend your eligibility for these awards even if you had circumstances beyond your control.

Directions and deadlines for appealing the maximum timeframe follow.

- 1. Obtain a statement with the following information from your academic advisor:**
  - a. Your expected graduation date
  - b. Hours remaining until graduation
  - c. Program length (number of hours required) for your major and catalogue year
  - d. Copy of your DegreeWorks Signed by your Advisor
  
- 2. Type a statement explaining why you were unable to graduate within the maximum timeframe. Describe any extenuating circumstances that resulted in failed or withdrawn courses. Keep in mind that the maximum timeframe has hours built in for changes of major and the adjustment to college-level coursework.**
  - a. If applicable, attach supporting documentation (i.e. medical, legal, etc.)
  
- 3. Choose one of the following methods to send your appeal to the Satisfactory Academic Progress Committee:**
  - a. By mail:  
One University Plaza MS3740  
Cape Girardeau, MO 63701
  - b. By fax to (573) 986-6431. Make sure to include your student ID on all pages.
  - c. Email to [sfs@semo.edu](mailto:sfs@semo.edu), Attn: Alicia King. Make sure to request confirmation that appeal has been received
  - d. In person to Academic Hall, Room 19
  
- 4. An appeal must be submitted by the following date in order for the appeal to apply to that semester/term.**

Summer – June 30; Fall – September 15; Spring – February 15.

Allow 2-4 weeks to receive your appeal decision letter via your Southeast email.

**You are responsible for any payment deadline that occurs while your appeal is being reviewed by the committee. Remember that there are deadlines each semester and during the summer to receive a 100% refund for classes. Having an appeal in process does not extend these deadlines.**