



SAP Appeal Maximum Time Frame Academic Plan

Student Name: _____

Bronco ID Number: _____

This form is to be completed by the Academic Advisor, Department Chair or Dean only

This student has exceeded the maximum number of attempted units allowed for financial aid eligibility for their program. Federal law states that the Maximum Time Frame a student has to complete their program – and receive financial aid – cannot exceed 150% of the program’s published length, measured in attempted units.

In order for the Office of Financial Aid & Scholarships to consider the student for an extension of aid eligibility, this form must be completed by you (the student’s Academic Advisor) and submitted with the student’s SAP Appeal.

If the appeal is approved, aid will be offered only for the remaining units required for completion of the student’s degree.

Deadlines for Submitting SAP Appeal and Maximum Time Frame Academic Plan:

- Appealing for Summer Term Eligibility: June 30 (*July 30 if attending 2nd 5 Week or 10 Week Sessions*)
- Appealing for Fall Term Eligibility: November 1
- Appealing for Spring Term Eligibility: April 1

Part I: Current Academic Information

Student’s Current Degree Objective:

Bachelor’s 2nd Bachelor’s Master’s Teaching Credential

Declared Major: _____

Number of Units Remaining to Complete Degree: _____ Expected Graduation Date: _____

Part II: Reason Student Exceeded the Maximum Number of Attempted Units

Please check the reason(s) the student has exceeded the maximum attempted units (defined as 150% of the published length of their program – measured in attempted units).

Change of Major Seeking Minor(s) Pursuing Multiple Majors
Repeating Coursework for a Passing Grade Excessive Transfer Units

Has the student had a change of major while at Cal Poly Pomona? **Yes** **No**

If yes, how many units from the student’s **previous** declared major **are not** counting towards their **current** major?: _____

Was the student admitted to Cal Poly Pomona as a transfer student? **Yes** **No**

If yes, how many of the units earned prior to attending Cal Poly Pomona **are being used** to fulfill completion requirements for the student’s degree at Cal Poly Pomona?: _____

Part III: Academic Plan for Financial Aid

Use the next page to provide a listing of **all remaining required courses** (including GE’s) that must be completed by the student in order to complete their primary program. For each course, indicate the course name, course number, the number of units associated with the course, and the term the student is expected to enroll in the course.

If the student has electives that cannot be named please attach a list of electives the student can choose from.

Any extension of financial aid eligibility is limited to only those courses that are required to complete the student’s current degree program (eligibility cannot be extended to allow for pursuit of minors or additional objectives).

