



Southwest Texas Junior College  
STUDENT FINANCIAL AID OFFICE

Academic Program Evaluation  
Max Time Frame Appeal

**2024-2025 Academic Year**  
**Fall 2024      Spring 2025      Summer 2025** (circle one)

\_\_\_\_\_  
Student's Full Name

\_\_\_\_\_  
ID Number

\_\_\_\_\_  
Phone number

**A review of your file indicates you have failed to meet the maximum time frame standard (Attempted over 93 semester hours).**

**Please follow the instructions below so that processing of your financial aid can continue.**

- 1) Complete the Academic Program Evaluation form
- 2) List the courses you intend on enrolling in for term indicated above.

Course Name	Number	Section	Credit Hrs	SWTJC Degree	Transfer Degree	Remediation Required

- 3) Provide a clear written statement describing the circumstances that took place in previous semesters that may have impacted your ability to meet the current SFA Standards of Academic Progress. Documentation supporting the extenuating circumstances **must** be included and available for review, otherwise, your appeal will be denied. (Examples: copy of medical records, death certificate, divorce decree).

**4) STUDENT CONFIRMATION:**

I understand and agree with the certification. I agree to notify the Student Financial Aid Office at SWTJC **immediately** of any changes to the above plan or if I withdraw or stop attending any of the classes listed. I also certify that the information I am submitting to the Student Financial Aid Office is true and accurate to the best of my knowledge.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

- 5) Upload your Appeal through your Self-Service account. Incomplete paperwork will not be presented to the Appeals Committee for review. Self Service - <https://colss-prod.ec.swtjc.edu/Student>

**ACADEMIC ADVISOR CERTIFICATION**

I certify the courses listed are required for this student's SWTJC degree/certificate. **Attached is the degree plan.**

\_\_\_\_\_  
Academic Advisor Signature

\_\_\_\_\_  
Date

**FALL 2024 APPEAL DATES:**

August 2, 2024 at Noon  
August 9, 2024 at Noon

August 16, 2024 at Noon  
August 23, 2024 at Noon  
August 30, 2024 at Noon

**FA OFFICE U ONLY:**

Approved Rejected

Approved Rejected

Approved Rejected

Signature

Signature

Signature