

# Satisfactory Academic Progress

## Maximum Time Frame (MTF) Academic Plan Financial Aid



# Pine Technical & Community College

Student Name: \_\_\_\_\_ StarID: \_\_\_\_\_

Federal Regulations require the PTCC Financial Aid Office to review the academic progress of all students who have attempted 150% of the credits in their program major. For example, a student in the 60 credit Associate of Arts Program would have 90 credits or 150% to complete their program. If a student exceeds the 150% limit, they are placed on Max-Time Frame suspension. According to our records you have or will be approaching 150% of the credits in your program major. Students have the right to appeal max-time frame suspension and can do so by completing the appeal process outlined below in its entirety, along with required supporting documentation.

1. Print out and attach your Interactive Degree Audit report (DARS) for your program of study. If you are pursuing multiple programs, please attach DARS for each program of study. Your DARS can be found by going to [www.pine.edu](http://www.pine.edu), logging into e-services, selecting grades and then Interactive Degree Audit report.
2. Meet with your program advisor to complete the academic plan portion of this appeal form. Beginning with the upcoming semester and ending with the term you will graduate from your program of study. ***If you are unable to connect with your program advisor, please call 320.629.5100 to be connected with an available advisor.*** Be aware that only courses required for your program of study will be financial aid eligible. In addition, once on a max-time frame appeal student need to complete *100%* of their coursework, because repeats are **NOT** permitted.
3. Attach a typed (not hand-written), well thought out detailed letter explaining the circumstances that have caused you not to complete your PTCC program within 150% of the published timeline (i.e. change of program major, pursuing multiple programs, unforeseen circumstances, etc.). Please include your full name and StarID information with a phone number to best contact you.
4. **Submit all documents to the PTCC Financial Aid Office.**
  - a. DARS report – for *EACH* program of study
  - b. Signed Max-Time Frame Academic Plan
  - c. Typed appeal letter explaining circumstances
5. Students will be notified via pine.edu email if your MTF appeal has been approved or denied.

Academic Plan for \_\_\_\_\_ Program of Study

Term	Year	Course #	Course Title	# of Credits	PTCC Staff Notes
<i>Summer</i>	<i>2026</i>				

Continued on back


**Program should be completed by:** \_\_\_\_\_ (i.e. Spring 2027)

*Acknowledgement Statement:*

*I understand that financial aid will only pay for courses required for my program of study. In addition, once on a max-time frame appeal, students need to complete 100% of their coursework as repeats are NOT permitted.*

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

The above courses will meet requirements toward his/her program goal: \_\_\_\_\_

**Program Advisor / Counselor / Student Success Staff Comments:** \_\_\_\_\_

I support his/her petition for continued financial aid. \_\_\_\_\_ YES \_\_\_\_\_ NO

\_\_\_\_\_  
**Advisor Signature and Print Name**

\_\_\_\_\_  
**Date**

***Financial Aid Office Use Only***

\_\_\_\_\_ Per DARS – Remaining number of Credits on DARS Report:

\_\_\_\_\_ **Petition approved to exceed credit limit ONLY for courses listed in academic plan.**

\_\_\_\_\_ Petition Denied.    Comments:

FA Director's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Update ISRS: \_\_\_\_\_ Communication to Student: \_\_\_\_\_

Ready for scan: \_\_\_\_\_