This form may be used by Financial Aid applicants who are:

➤ Approaching their maximum timeframe.

**How am I approaching the maximum timeframe?**

According to the Satisfactory Academic Progress (SAP) Policy, financial aid applicants are limited to grants, work study, and student loans up until they reach 150% of program length. This is listed under “Quantitative Standard – Maximum Timeframe Allowed (150% Rule)” in SAP Policy, which states:

Students are required to complete their program within the following maximum allowable timeframe. The timeframe requires students to complete their program of study within 150% of program length.

<table>
<thead>
<tr>
<th>Educational Goal</th>
<th>The average number of units required to achieve educational goal.</th>
<th>The maximum number of units you may attempt.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate Degree</td>
<td>60 units</td>
<td>90 units</td>
</tr>
<tr>
<td>General Education for Transfer</td>
<td>60 units</td>
<td>90 units</td>
</tr>
<tr>
<td>Certificate Program</td>
<td>30 units</td>
<td>45 units</td>
</tr>
</tbody>
</table>

**Credit from Prior Colleges:**

Financial Aid applicants who have attended prior trade schools, colleges, and universities are required to submit official transcripts to the Admissions and Records Office. Students are advised to meet with a Gavilan counselor for prior credit evaluation and development of Education Plan. The Financial Aid Office will document prior units as follows: **Attempted units:** The number of previously attempted units will be counted in the maximum timeframe. **Prior units applicable to Gavilan educational goal** will be counted in the pace of completion requirement after units are evaluated by Gavilan Counselor.

**Treatment of basic skills courses:**

Students who, based on their assessment test scores, are placed on pre-collegiate, non-transferrable levels of English and/or Math courses, will be have their maximum timeframe extended by up to 30 units of basic skills coursework. Financial Aid payments will not be authorized for basic skills courses in excess of 30 units.

**Treatment of ESL courses:**

English as Second Language (ESL) courses will not be counted in the maximum timeframe.
The Initial Request for Extension is a SIX-PART process:

1. Review Gavilan unofficial transcript on MyGav to identify GPA, pace of progression, and attempted units.

2. Fill out the Request for Extension & attach typed responses for “Student Statement.”

3. **Print PELL & LOAN HISTORY:**
   b. On the “Financial Aid Review” tab, click on “Accept” to view Pell & Loan history.
   c. On the “Do you want 128-bit Encryption?” click Accept or Decline.
   d. Enter SSN, First 2 letters of your last name, Date of birth, and FAFSA PIN.
   e. Click “Submit”
   f. Your Loan & Pell history will appear.
   g. Print LOAN & PELL history.
   h. Click “LOGOFF”
   i. Click “CLOSE BROWSER” to properly exit.

4. If you have **previously attended other colleges/universities** you are required to submit official transcripts from prior colleges and universities to Admissions & Records. Please do not open sealed envelopes which contain official transcripts.

5. Schedule an appointment with a Gavilan College counselor to:
   - Review all official transcripts for prior unit evaluation
   - Review completed Request for Extension – Counselor will only sign completed forms.
   - Review completed Student Statement
   - Develop an Education Plan.

**Information regarding Ed Plans:**

**If you have an existing Education Plan:** The counselor who developed the plan must review and sign your Request for Extension. The counselor will update the Ed Plan if necessary.

**If you do not have an Education Plan:** Schedule an appointment with a Gavilan College counselor to develop a plan and to review your extension request. An appointment is required, no exceptions. You may schedule an appointment online ([www.gavilan.edu/counseling](http://www.gavilan.edu/counseling)). Appointments are not available January, June, July, or August. Plan ahead.

INITIAL REQUEST FOR EXTENSION

Name___________________________________ G00______________________

GAVILAN TOTALS

1. My cumulative GPA is:____________________

2. I have attempted _______ units at Gavilan.

3. I have earned _______ units at Gavilan.

4. Calculate your overall pace of completion by dividing units earned by units attempted.

   What is your overall pace of completion? ____________%

GAVILAN EDUCATIONAL GOAL
Check only one educational goal you will pursue at Gavilan College.

☐ Certificate in:______________________________________________________

☐ Associate degree in:__________________________________________________

☐ Associate degree & Transfer. Associate Degree in:__________________________

☐ Transfer Program. Transfer to:__________________________________________

COLLEGE HISTORY

List all prior colleges, or universities you have attended.

<table>
<thead>
<tr>
<th>College, University, Trade School</th>
<th>Units Attempted:</th>
<th>Units Earned:</th>
<th>List certificates &amp; degrees earned at each school.</th>
<th>Official Transcript Submitted to Admissions &amp; Records?</th>
</tr>
</thead>
<tbody>
<tr>
<td>GAVILAN COLLEGE</td>
<td></td>
<td></td>
<td></td>
<td>Not Required</td>
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</tbody>
</table>

If you’ve attended prior colleges, have your units been evaluated by Gavilan Counselor?

YES  NO
INITIAL REQUEST FOR EXTENSION

Name_____________________________ G00____________________

STUDENT STATEMENT:
On a separate sheet of paper, please type your responses to the following questions:

- Please describe what you have previously studied at Gavilan College & any prior colleges.
- If you changed your major, explain why you decided to change major.
- Describe your current educational goal and if you plan on transferring.
- Include your name, Gavilan ID, on your statement. Please sign bottom of typed statement.

Review Pell Eligibility Used/Remaining:

According to my NSLDS information, my Pell Lifetime Eligibility Used is: ____________ %. Enter 0% if you’ve never received Pell Grant. Percentages are calculated as follows:

- Two full-time semester Pell awards (e.g. Fall, Spring) = 100%
- One semester full-time award = 50%
- One semester ¾ time award = 37.5%
- One semester ¾ time award = 25%

If you’ve received Pell Grant, calculate remaining eligibility:

600% - _________% you’ve received = _____________% Remaining

There are Pell Lifetime Limits in place. The maximum amount of Pell Grant I may receive is equivalent to 12 full-time semesters (or 6 full-time years of PELL).

If your educational goal is to transfer, you have the option of not receiving PELL GRANT at Gavilan College and preserving it for future eligibility. If you decide to preserve PELL, you must inform the Financial Aid Office of this decision via a typed statement.

Review Federal Loans:

According to my NSLDS information, I’ve borrowed loans totaling. Enter 0 if applicable.

Total Direct Stafford Unsubsidized: $__________________
Total Direct Stafford Subsidized: $__________________
Total Stafford Subsidized: $__________________
Total Stafford Unsubsidized: $__________________

TOTAL ALL LOANS: $__________________

Initial after reading:
I understand there are aggregate loan limits in place. If I plan to transfer to four year university, I will borrow wisely to ensure I maintain loan eligibility once I transfer. Maximum $23,000 subsidized.

Initials: ____________________________

<table>
<thead>
<tr>
<th></th>
<th>Dependent Students</th>
<th>Independent Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate</td>
<td>$31,000</td>
<td>$57,500</td>
</tr>
</tbody>
</table>

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By initializing each statement below, I certify I have read and understand each of the following:

______ I understand the SAP Policy is available online for me to view at http://www.gavilan.edu/finaid.sap/documents/SatisfactoryAcademicProgressPolicy.pdf

______ I am approaching the maximum timeframe as defined in the SAP Policy, based on the educational goal I have chosen at Gavilan College.

______ I have developed an Education Plan with a Gavilan Counselor. The plan outlines all the courses needed to reach my educational goal. I will follow my Education Plan.

______ If the Ed Plan needs to be changed or revised, I understand I must see the counselor who developed the last Ed Plan.

______ I will notify Financial Aid if my Ed Plan is revised.

Once I have exceeded the maximum timeframe, Financial Aid will use the last Ed Plan I submit for consideration.

______ I will maintain a cumulative GPA of at least 2.0.

______ I understand the “67% rule” which means I must earned at least 67% of the units I attempt, overall and for each term going forward.

My signature represents I understand the SAP Policy and my intent to follow it.

__________________________________   ____________________
Student signature      Date

Counselor Review

Date:                     Print counselor’s name:
Counselor signature:      Department:

Educational Plan Completed:   DW:   YES   NO

Prior Unit Evaluation Necessary? (College history listed on page 1)
☐ Yes.
☐ No

Notes: