

Tips on Writing a Successful Maximum Time Frame Appeal

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This is for students who want to receive federal student aid, like the Pell Grant and/or Federal Direct student loans. Students who have earned a Bachelor's degree or higher should only complete this appeal if they are interested in student loans, as that is the only type of federal student aid for which they are eligible.

Your Max Time Frame Appeal explanation must include the following:

- ❖ Why you have attempted over 150% of your program length and still have not completed your degree (Major change, high unit program).
- ❖ Explain your extenuating circumstances and provide documentation.

Tips for writing your appeal explanation statement

Address the issue

- Explain the extenuating circumstance as to why you have attempted so many units?
- 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
- State how much more time and units you still need to complete your educational goal. (*Make sure to have an updated comprehensive education plan with an academic counselor to know the exact time frame needed*)
- Express how you will be successful in completing your educational goal.

For more information on examples of accepted documents please refer to the Guidance on Possible [Third-Party Documentation](#).