

Gavilan College

FINANCIAL AID REQUEST FOR EXTENSION

INSTRUCTIONS

You are required to complete this process as part of your Financial Aid application because you have earned units of college credit which exceed the maximum timeframe allowed by Gavilan College Financial Aid. This form is required as part of your Financial Aid file in order to receive aid.

The Request for Extension is a **FOUR-PART process**:

1. Fill out the **Request for Extension**.
2. If you have **previously attended other colleges/universities** and will be seeking credit for prior units at those schools, you are required to request an official transcript from that college or university. Please do not open envelopes with official transcripts. Keep transcripts sealed until you meet with an academic counselor at Gavilan College for an Education Plan.
3. Schedule an appointment with an academic counselor for an **Education Plan**, which outlines the courses you will need to reach your educational goal.
 - If you have an updated Education Plan, you may submit a copy of the Education Plan to Financial Aid.
 - If you do not have an updated Education Plan, make an appointment with your academic counselor. Starting 9/1/2009, you may call the Counseling Department Secretary (408-848-4723) to schedule an appointment with a general counselor for an Ed Plan.
4. Return Request for Extension Form & a copy of Education Plan to Financial Aid and await a decision from Financial Aid via GavSSB (Gavilan Self-Service Banner). You may request instructions from Financial Aid on using GavSSB. If Financial Aid approves your extension, you will be approved for **only those courses** listed on the Education Plan which you submit to Financial Aid.

RE
Status_____

Aid Yr_____

Student Name

G_____
Gavilan ID

_____ I understand that dropping all courses (0.0 units) after the No Record Shown (NRS) deadline will result in grades of "W" which are considered incomplete.

_____ I understand if I fail to maintain a minimum cumulative GPA of 2.0 and/or complete the units required according to my enrollment status, I will become **ineligible** for Pell Grants, SEOG, ACG, Cal Grants, Stafford Loans, and Federal Work Study.

_____ I understand becoming **ineligible** will mean I may not appeal or apply for reinstatement.

_____ I have a copy of the Ed Plan I intend to follow and have provided the Financial Aid office with a copy of the Ed Plan I intend to follow.

My signature represents I understand the SAP Policy and my intent to follow it, to avoid becoming ineligible.

Student signature

Date

Financial Aid Office Use:

Request for Extension:

- Approved as of ____/____/20_____
 Letter sent to student on: ____/____/20_____
 Copy attached
 ROASTAT updated for term_____ with APE
 ROAENRL updated
 RPAAWRD (Pell calculation)

- Denied as of ____/____/20_____
 Letter sent to student on: ____/____/20_____
 Copy attached

Staff signature:_____

SAP Policy

Background:

The Financial Aid Office at Gavilan College is required to measure your academic progress toward a Certificate, Associate degree, or Transfer program. If you are not pursuing one of these educational goals, you are not eligible for federal student aid and certain state aid at Gavilan College.

The Financial Aid Office will review your Gavilan academic history after we receive your processed FAFSA (Free Application for Federal Student Aid) and for each term/session thereafter in the academic year. Your academic status will be determined according to the guidelines set forth in this policy. These standards apply to all periods of enrollment whether or not you have received financial aid. These requirements differ from and are separate than those policies set forth by the Office of Admissions & Records.

Should you be placed on academic disqualification, you will be ineligible to receive Pell Grants, Supplemental Educational Opportunity Grants, Academic Competitiveness Grants, Federal Work Study, Federal loans and Cal Grants. These SAP standards do not apply to the Board of Governors Fee Waiver (BOG).

Minimum Standard Requirements

Requirement #1: Maintain a cumulative grade point average of at least 2.0.

Requirement #2: Complete the required number of units each semester, session.

The number of units you must complete each semester, session depends on your enrollment status. Your enrollment status is determined by the number of units you attempt each semester. Any course that appears permanently on your academic transcript is an attempted course.

| Unit Completion Requirement Chart Fall, Spring Semesters | | |
|---|-------------------|----------------------|
| Units Attempted | Enrollment Status | Required to Complete |
| 12 or more | Full Time | 9 |
| 9 - 11.5 | 3/4 Time | 8 |
| 6 - 8.5 | 1/2 Time | 6 |
| 1- 5.5 | < 1/2 Time | All attempted |

| Unit Completion Requirement Chart Summer Session | | |
|---|---------------------|----------------------|
| Units Attempted | **Enrollment Status | Required to Complete |
| 4.5 or more | Full Time | 3.5 |
| 3.5 – 4.0 | 3/4 Time | 3.0 |
| 2.5 – 3.0 | 1/2 Time | 2.5 |
| 0.5 – 2.0 | < 1/2 Time | All attempted |

**During the Summer session, enrollment statuses are defined as follows for Pell Grant and SEOG. To qualify for a Stafford loan during summer, students are required to be enrolled in at least 6 units.

| | |
|------------------------------------|---------------------|
| Courses successfully completed | A, B, C, D, P |
| Courses not successfully completed | F, W, I, RD, IP, NP |

Maximum Timeframe Requirement

A maximum allowable timeframe of 150% of your program length is permitted. For an AA, AS, or Transfer Degree program, this is equivalent to 3 years or 6 semesters of full time enrollment. For a Certificate program, this is equivalent to 1.5 years or 3 semesters of full time enrollment. Programs that vary in length will be taken into consideration.

Remedial Courses: If you must take remedial courses in order to achieve your educational goal, your maximum allowable timeframe will be extended by up to 30 units of remedial coursework.

ESL Courses: If you must take ESL courses in order to achieve your educational goal, your maximum allowable timeframe will be extended for all required ESL coursework.

Prior College/University Units: Prior units from other colleges/universities which are applicable to your educational goal at Gavilan College to the "Maximum Allowable Timeframe" (see chart below).

Course Repetition You may repeat courses in accordance with the Admissions & Records policy; however, all course work attempted is included in the maximum allowable timeframe.

| Maximum Time Frame Chart | | |
|--------------------------------|--|---|
| Educational Goal | Average number of units required to achieve Ed. Goal | Maximum number of units you may attempt is 150% of the program length |
| Associate degree | 60 units | 90 units |
| General Education for Transfer | 60 units | 90 units |
| Certificate Program | 30 units | 45 units |

Financial Aid Academic Progress Statuses

Satisfactory

Students in any of the following three categories are considered to have an academic status of “satisfactory” for financial aid purposes. **New Students** are those with no previous academic history at Gavilan College. **Continuing/Returning Students** are those who have academic history at Gavilan. These students are meeting the minimum standard requirements and have not reached or exceed the maximum time frame for their program. **Transfer Students from Other Colleges/Universities** are those who are transferring to Gavilan from another college or university, and who are requesting credit for courses (taken at prior schools) towards their educational goal at Gavilan. Prior courses which are applicable to the current educational goal at Gavilan College will be applied to the maximum allowable timeframe. Students interested in having credits from prior schools evaluated, are required to request official transcripts and make an appointment with a Gavilan College academic counselor for evaluation of prior college credit and development of an Education Plan. Financial Aid will determine grade levels for loan requests after the credit evaluation is completed by a Gavilan counselor and an Education Plan is submitted to Financial Aid.

Probation

Students in any of the following two categories are considered to have an academic status of “probation” for financial aid purposes:

Students who have not met the minimum standard requirements: cumulative GPA is below 2.0 and/or number of units completed as of the last term do not meet minimum requirement. Students are eligible to receive financial aid while on probation, but are required to meet the minimum standards at the end of the probationary semester/session. At the end of the probationary semester/session, if the student does not meet GPA or unit completion requirements, an academic status of **disqualification** will be assigned. Students who meet GPA and unit completion requirements at the end of the probationary semester will be assigned an academic status of **satisfactory**.

Students who have an approved “Maximum Time Frame Appeal” are placed on probation for the duration of their program. These students are required to maintain the Minimum Standards Requirements to continue receiving financial aid. If the Minimum Standards Requirements are not met, an academic status of “ineligible” is assigned. Students in an ineligible academic status will no longer qualify for the financial aid programs listed in “Background” section. Students will be ineligible to appeal and ineligible for reinstatement.

Disqualification

Students in any of the following two categories are considered to have an academic status of “disqualification” for financial aid purposes:

Students who are on financial aid **probation** and who do not meet the Minimum Standards Requirements will be placed on disqualification. Students who have extenuating circumstances may submit an “Appeal” and an “SAP Quiz” to be reconsidered for Financial Aid. The Financial Aid Office will review appeals and quizzes to decide whether to approve or deny financial aid for the term.

Students who reach or exceed the **Maximum Time Frame** of their program will be placed on disqualification for “overall units exceed limit.” Students may not receive certain financial aid while on disqualification. For a listing of grant and loan programs affected by a disqualified status, please see the section titled “Background.” Students who have extenuating circumstances may request an extension. Students need to submit the following documents to Financial Aid for consideration:

1. Request for Extension: This form is available online through Banner Self Service and the Financial Aid website.
2. Education Plan: Make an appointment with a Gavilan College academic counselor to develop an Education Plan which lists the required courses for your educational goal, major. Financial Aid will use the Ed Plan to approve only those courses listed on the Ed Plan for financial aid payment.

Should Financial Aid approve your request for an extension, you will be placed on academic probation for the duration of your program. You will be required to meet the minimum standard requirements: maintain a cumulative GPA of at least 2.0 and complete the required number of units each term according to your enrollment status. Failure to meet both requirements while having an approved extension will result in an academic status of “ineligible.”

Ineligible

The following students are considered to be in an “ineligible” academic progress status with financial aid:

- Students who have an approved extension AND do not meet the minimum standards requirements become **ineligible**. Students in an ineligible academic status will no longer qualify for the financial aid programs listed in “Background” section. Students will be ineligible to appeal and ineligible for reinstatement.

Financial Aid Appeal Process

Students who are placed on financial aid disqualification will be notified via Banner Self-Service. Any student on disqualification may appeal their status if they had extenuating circumstances. While on disqualification, students will not be eligible for federal student aid and certain state grants.

The Financial Aid Office will review the Appeal Form and determine whether to approve or deny financial aid for the semester in which the forms are submitted. Students will be notified via GavSSB and mail as to the decision of their appeal. Deadlines to submit Financial Aid Appeals, Quizzes, Extension Requests and Education Plans are the Monday before the last day of instruction for each term. Materials received after the deadline will be considered for the next semester or session.

Appeals which are Approved

If your appeal is approved, you will be awarded for the semester in which your appeal was approved. Eligibility is not retroactive to previous semesters in the award year. Once on an approved appeal, your status moves to “Probation.” If you do not meet all 3 SAP standards, you will be disqualified again. Students who make progress after their probationary semester are moved to “satisfactory.”

Appeals which are Denied

Should your appeal be denied, must successfully complete at least one semester without federal student aid and certain state aid. If you are eligible for a BOG fee waiver, you will be awarded one while on a denied appeal. You may regain financial aid eligibility through one of two methods:

Method 1: Follow 3 Standards of SAP Policy

- Earn a cumulative GPA of at least 2.0
- Complete the required number of units according to your enrollment status
- Complete your educational goal within the allowable timeframe

Students who meet all three standards will not need to submit a request for reinstatement. Your assigned academic status for the following term will be “Probation after Reinstatement.” Once on probation, these students are required to meet all SAP requirements to avoid further disqualification.

Method 2: Follow Reinstatement Procedures

- Complete at least 6 units with letter grades during the Fall or Spring semester OR Complete at least 3 units with letter grades during the Summer session
- Earn a term GPA of at least 2.0.

Students who do not meet method 1, may request Financial Aid Reinstatement if the standards from method 2 are met.

Financial Aid Reinstatement Process

Students who have submitted a Financial Aid Appeal which was denied must complete the following for reinstatement:

1. Complete required units (listed above) in one term without certain financial aid.
2. Earn a term GPA of at least 2.0.
3. Develop an Education Plan with an Academic Counselor and submit copy to the Financial Aid.
4. Submit a “Request for Reinstatement” to the Financial Aid Office.

If students meet the Reinstatement requirements, they will be placed on **Probation** for the following term. Once on probation, these students are required to meet all SAP requirements to avoid further disqualification.