

Maximum Time Frame Appeal

Foothill College records indicate that you have attempted (at this and/or other institutions) a total of over 133% of the units required to earn a degree, certificate, or to transfer from a community college, OR you have already earned the equivalent of a BA/BS degree or higher. You are, therefore, considered to be at the "maximum timeframe" and, based on Federal and Foothill College guidelines, are currently disqualified from receiving future financial aid from Foothill College, excluding the CA College Promise Grant and scholarship opportunities, unless you have a Maximum Time Frame Appeal approved.

***Important information if you are a student who has already earned a bachelor's degree or higher:**

- You only need to complete this appeal if you are interested in federal student loans and/or federal work-study.
- If you are completing prerequisites at Foothill to gain admission to a degree or certificate program, you need to provide proof of conditional acceptance to that program, along with a list of the required prerequisite courses in order for your appeal to be considered.

Name: _____ Student ID: _____

Step 1 CREATE AN OFFICIAL EDUCATIONAL PLAN WITH YOUR COUNSELOR

First - Establish your Educational Goal

We can consider only ONE PRIMARY educational goal for you to appeal.

Multiple goals or educational major changes will not be approved, so work closely with a Foothill academic counselor when mapping out the educational plan for appealing your disqualified financial aid status.

A. Please indicate your primary educational goal at Foothill College:

- AA/AS/BS degree** in the following major _____
- Certificate** in the following field of study _____
- Transfer** to the following College/University _____
Your major at the transfer school _____

B. Have you previously earned a college degree (domestic or foreign)?

Y **N**

Yes No

If yes, please list prior college degree(s):

Type of degree

Major

Year earned

Type of degree

Major

Year earned

Then - Make an appointment with your counselor

Schedule a 30-minute appointment with a general counselor at: www.foothill.edu/counseling/counselappt.php

**EOPS and DRC students should schedule an appointment with their EOPS or DRC counselor*

FOR A COMPLETE EDUCATIONAL PLAN, YOU MUST...

- Bring ALL transcripts (official or a copy) with you to your counseling appointment if you have attended institutions outside of Foothill College and De Anza College.

***Submit all official transcripts to Admissions & Records for evaluation.**

- For Allied Health Students** - If you are admitted to or actively enrolled in a fixed allied health program at Foothill, you do not need to make a counseling appointment. Instead, please attach a copy of your acceptance letter and the course curriculum for the program.

***Additional counseling appointments may be needed to complete your educational plan depending on your academic history and situation.**

DIRECTIONS FOR COUNSELORS

1. Students must have an official comprehensive LOCKED educational plan in Degree Works listing ALL required courses needed for ONE educational goal at Foothill. Make a note on the educational plan indicating students major, transfer institution, and general education pattern.
2. Print out a copy of the educational plan in NOTES view. A LOCKED plan does not require a counselor's signature.
3. A follow-up appointment may be necessary based on the student's academic history and transcript evaluation.
4. Check parts A and B of the educational goal listed above to ensure that the information is consistent with the educational plan.

Step 2

WRITE A PERSONAL STATEMENT

Attach a detailed personal statement - typed or handwritten

- What** have you studied previously? **YOU MUST ANSWER...**
- Why** have you accumulated the total number of attempted units that you have and not yet reached your stated educational goal?
- Why** do you need additional time to meet your goal?
- If you've previously earned a college degree, **why** are you pursuing another degree? Please explain.

Step 3

TURN IT IN - COMPLETION CHECKLIST

- I have filled out this form completely.
- I have attached both my detailed personal statement and a printout of my DegreeWorks educational plan.
- I have made a copy of my appeal, including my educational plan for my records.

I UNDERSTAND

If my appeal is approved:

- Foothill may provide me with financial aid only for the units REQUIRED to reach my stated educational goal.
- I will be in a "probationary" financial aid status for the entire number of quarters approved to reach my stated educational goal.
- If I do not make Satisfactory Academic Progress (SAP) during any one of those quarters OR if I deviate from my educational plan, I will immediately go into a disqualified status.

Please see the following link for more information about SAP: <https://foothill.edu/financialaid/tc/progress.html>

My appeal WILL NOT BE REVIEWED until:

- I am in "good" standing for financial aid** and meeting the quarterly SAP requirements, <https://foothill.edu/financialaid/progress.html>
- I have confirmed my major:** Log into MyPortal and confirm the major listed on your unofficial transcript matches the educational goal on this form. If not, update it through your MyPortal.
- I know how much aid I have left** - Pell Grant/Loan Maximums: Go to <https://studentaid.gov/>
What is the total percentage of Pell Grant used to date? _____ (lifetime max is 600%)
What is the total amount of student loan debt? _____ (subsidized max is \$23,000)

Student's Signature: _____ **Date:** _____

Financial Aid Staff	date	status:	Approved	Denied	Pending	_____
Financial Aid Staff	date	status:	Approved	Denied	Pending	_____
Final Determination:	Approved	Denied	_____			