



## Timeframe Extension Appeal

Federal regulations limit financial aid eligibility to 150% of the number of credits required to complete a degree, certificate or transfer program. All attempted credits are counted toward this limit, regardless of whether or not financial aid was received. You may be required to file a Timeframe Extension Appeal if you have already earned a Bachelor's Degree. **If approved, your financial aid will only cover the courses listed by the advisor below.** If you take classes not list by the advisor below, your financial aid will be suspended. To file a Timeframe Extension Appeal:

1. Attach a **signed written statement** to this form. In your statement be sure to answer the following questions:
  - What is your educational goal?
  - Why you have attempted so many credits and not completed your educational goal?
  - Why you need additional time to complete your program of study? (ie. pursuing 2nd degree, changed major, other extenuating circumstances, etc.)
2. Submit any supporting documentation for this appeal, for example: doctor's notes, court documents, and/or statement of support.
3. Fill out Part I and have an academic professional fill out Part II of this form (See Part II for instructions).
4. Submit this form with your written statement and academic plan to the Financial Aid Office.
5. **If you need to change the advisor approved courses listed below, you must submit a new Timeframe Appeal.**

### Part I: Contact Information (to completed by the student)

_____	_____	_____	G	_____
Last	First	MI		G number
_____			( )	_____
Street				Phone
_____				
_____	_____	_____		
City	State	Zip		

### Part II: Academic Plan (to be completed by an Academic or Program Advisor)

If your program of study is either General Studies or a Transfer Degree, this section must be completed by an Academic Advisor. For times and locations of Academic Advisors go to [www.pcc.edu/advising](http://www.pcc.edu/advising). If you are enrolled in a professional or technical program this section needs to be completed by your program's advisor or department chair.

Student's current major: \_\_\_\_\_

Indicate the student's degree, certificate or transfer program at PCC (**check only one**):

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Associate of General Studies                    | <input type="checkbox"/> Certificate of Completion (One Year) | <input type="checkbox"/> Prerequisites                          |
| <input type="checkbox"/> Associate of Applied Science                    | <input type="checkbox"/> Certificate of Completion (Two Year) | <input type="checkbox"/> Lower Division Coursework For Transfer |
| <input type="checkbox"/> Associate of Arts, Science, Business (Transfer) |   |   |

How many additional credits are **required** to complete this degree, certificate or transfer program? \_\_\_\_\_

If a student's program of study has limited entry, is the student admitted into the program?  yes  no

Does the student have a term-by-term GRAD Plan Planner?  yes  no: **If no attach a yearly planner to this form.**

If you, the advisor, have any comments please attach a separate sheet of paper.

_____	_____
Advisor's Name (please print)	Advisor Signature