To Be Completed by the Academic Advisor:

By federal regulation, students have a maximum time frame (total hours attempted, including grades of "W") in which to complete degree requirements and still qualify for financial aid. If an exception is to be made, the rationale must be documented and available for audit in the student's financial aid file.

<table>
<thead>
<tr>
<th>Degree Sought</th>
<th>Maximum Hours Allowed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate*</td>
<td>180*</td>
</tr>
<tr>
<td>Masters**</td>
<td>56**</td>
</tr>
<tr>
<td>Doctorate</td>
<td>128</td>
</tr>
<tr>
<td>Doctor of Veterinary Medicine</td>
<td>255</td>
</tr>
</tbody>
</table>

*BAR in Architecture maximum is 231 hours
*BEN in Architectural Engineering maximum is 236 hours
*BLA in Landscape Architecture maximum is 225 hours
*BSBE in Biosystems Engineering maximum is 200 hours
*BSCV in Civil Engineering maximum is 204 hours

**MS in Comm Sciences and Disorders maximum is 78 hours
**MS in Counseling maximum is 90 hours
**MBA in Business Administration maximum is 78 hours

1. Academic Plan: __________________ __________________________ __________________

   Degree       Major        Option (if applicable)

2. Why does the student need to take additional hours to satisfy degree requirements? For example, has the student lost hours through transfer, changes in major, etc.?

   ________________________________________________________________

3. How many additional hours are required to complete the degree?

   ________________________

   DO NOT include current Spring 2017 enrollment; calculate beginning with Summer 2017 enrollment.

   ________________________________________________________________

   Name of Advisor (please print or type) __________________________

   Academic Department ________________________________________

   Signature of Advisor (electronic signatures not acceptable) ______

   Date ____________________________

Return to:
Office of Scholarships and Financial Aid
119 Student Union
Stillwater, OK 74078-5061
Phone: (405) 744-6604
Email: finaid@okstate.edu
FAX: (405) 744-6438