



Office of Scholarships and Financial Aid
Remaining Hours Required for Degree Completion

REMHS

Please Use Black or Blue Ink

OSU Banner ID (“A” plus 8 digits)							
A							

Student Name: _____

The student is also required to submit the **Satisfactory Academic Progress Appeal** form outlining the circumstances leading to excessive hours attempted. The remainder of this form is to be completed by the student’s academic advisor or authorized representative within the academic department.

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.

Degree Sought	Maximum Hours Allowed
Undergraduate*	180*
Masters**	56**
Doctorate	128
Doctor of Veterinary Medicine	255

<p>*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</p>	<p>**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</p>
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1. Academic Plan: _____

Degree
Major
Option (if applicable)

2. Anticipated Graduation: _____

Semester
Year

3. 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.?

4. How many additional hours are required to complete the degree? _____
Please include any planned Fall 2017 enrollment in your calculation.

Name of Advisor (<i>please print or type</i>)	Academic Department
Signature of Advisor (<i>electronic signatures not acceptable</i>)	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