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

Please Use Black or Blue Ink

OSU Banner ID
("A" plus 8 digits)

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.

<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. 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 Summer 2017 enrollment in your calculation.
   ________________________________________________________________________________

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