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

REMHRS

Please Use Black or Blue Ink

Student Name:	**OSU Banner ID** ("A" plus 8 digits)
	A

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

*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 Spring 2018 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

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