



**NAME: (PLEASE PRINT)** \_\_\_\_\_

**SOCIAL SECURITY#** \_\_\_\_\_ **STUDENT ID#** \_\_\_\_\_ **MAJOR:** \_\_\_\_\_

**MAXIMUM TIME FRAME POLICY**

The student must complete all course requirements within 150% of the required number of credit hours for their particular degree program. For an example; a student is in a degree program that requires 60 credit hours to complete, may take up to 90 credit hours towards completion of that degree. This allows for a remedial credit hours if needed and a few possible repeated courses to maintain the appropriate degree requirements.

**APPEAL PROCEDURE**

A student who has not or will not complete the required courses towards their degree within the 150% of their program may submit an appeal. An appeal may be approved based on special circumstances such as a change of major or other circumstances such as serious illness; death, accident, or serious illness of immediate family member, or other documented extenuating circumstances. Please note the appeal is not automatically approved and the evaluation of an appeal will be sent to you in the mail.

*\*Please complete only one of the two options that are listed below:*

**OPTION ONE (CHANGE OF MAJOR)**

\*Verify that your major is correct with Records Office prior to submitting this appeal.

**LIST COURSES NEEDED TO COMPLETE MAJOR**

**CURRENT MAJOR:** \_\_\_\_\_

**PREVIOUS MAJOR:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**OPTION TWO (EXTENUATING CIRCUMSTANCES)** In the space provided below please indicate the circumstances which prevented you from completing your program in the required time frame.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Student signature** \_\_\_\_\_ **Date** \_\_\_\_\_

-----  
\*Total number of hours needed \_\_\_\_\_ per Registrar's Office \_\_\_\_\_  
Approved \_\_\_\_\_ Denied \_\_\_\_\_ Financial Aid Office \_\_\_\_\_

**Grand Total of Allowable Hours** \_\_\_\_\_