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? _____
   DO NOT include current Fall 19 enrollment; calculate beginning with Spring 2020 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
FAX: (405) 744-6438
Questions? Email finaid@okstate.edu

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