



Maximum Time Frame Appeal Form

Student Name:	Student I.D. #	
Address:		
City,	State,	Zip
Phone:	Date of Birth:	
Email Address		

Students have a maximum time frame in which to complete degree requirements and still qualify for financial aid. Federal regulations require that a student complete his/her degree or certificate within 150% of the credits required for that degree/certificate. For example, if an associate degree requires 60 credits, a student must complete the degree within 90 attempted credits.

Please take this completed form along with the documents listed below and meet with an Enrollment Management Specialist to complete a degree check. Students submitting a Maximum Time Frame Appeal must be degree seeking at Seminole State College. Submission of an appeal does not guarantee approval. The decision of the review committee is final.

- Attach a **typed** page explaining the circumstances for the excessive hours.
- Attach all transcripts.
- Attach any supporting documentation (i.e. employer statements, instructor’s recommendations, etc). All records will be retained for financial aid office records, so please do not provide originals.
- Decisions will be communicated to you at the address listed above.

If the appeal is approved you will be placed on a Financial Aid Academic Plan and only the classes required to complete the degree will be funded.

By signing this document, I certify that everything I have stated and submitted is true and accurate to the best of my knowledge.

Student’s Signature

Date

For Office Use Only:

The remainder of this form will be completed by an Enrollment Management Specialist or an authorized representative within the applicable academic department.

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Degree Sought	Hours Required for Degree
Associate in Science in _____	
Associate in Arts in _____	
Associate in Applied Science in Medical Laboratory Technology	
Associate in Applied Science in Nursing	
Other	

1. List the reasons why the student needs additional hours to complete the degree requirements. For example has the student lost hours through transfer, changes in major, etc?

2. How many additional hours are required to complete the degree? _____
(Enrollment Management Specialist--please attach the degree check form)

Name of Advisor (Please Print) Academic Department

Signature of Advisor Date

Return to: Seminole State College, Attention Financial Aid Office, P.O. Box 351, Seminole, OK 74868

Decision

Date