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

<table>
<thead>
<tr>
<th>CWID (8-digits) or SSN (9 digits) (No Spaces)</th>
</tr>
</thead>
<tbody>
<tr>
<td>#</td>
</tr>
</tbody>
</table>

Student Name:

Please attach this form to the Satisfactory Academic Progress Appeal form that students are required to submit outlining the circumstances leading to excessive hours attempted. The remainder of this form is to be completed by the student’s Academic Division or authorized representative within the academic department.

To be completed by the Academic Division/Division Representative:

According to federal regulations, students will be eligible for financial aid as long as they meet the minimum requirements contained in OSU-Oklahoma City’s Financial Aid Satisfactory Academic Progress Policy. This policy sets a maximum timeframe in which students are expected to complete degree requirements and still qualify for financial aid. All exceptions made must be documented and based on a student’s written request.

1. How many additional hours are required to complete the degree? __________________________

   Please include any currently enrolled courses in your calculation.

2. How long should it take the student to complete degree/certificate? __________________________

3. What enrollment status does the student need to maintain to complete the degree based upon the given graduation date?

   Circle one:  Full time  ¾ time  Half time  Less than half time

4. Does the calculated graduation date require the student to attend summer semesters?  Yes  No

____________________________________________  ______________________________________
Printed Name of Academic Division Representative  Academic Division

____________________________________________  ______________________________________
Signature  Date

____________________________________________  ______________________________________
Student’s Signature  Date

Return to:
OSU-Oklahoma City
Office of Financial Aid and Scholarships
900 N. Portland Avenue
Oklahoma City, OK  73107
Email: finaid@osuokc.edu
Fax: (405) 945-3319