



# REMAINING HOURS REQUIRED FOR DEGREE COMPLETION

**LAST NAME:** \_\_\_\_\_ **FIRST NAME:** \_\_\_\_\_ **MI:** \_\_\_\_\_  
**ADDRESS:** \_\_\_\_\_ **CITY:** \_\_\_\_\_ **ST:** \_\_\_\_\_ **ZIP** \_\_\_\_\_  
**CWID (College Wide ID):** \_\_\_\_\_  
**CONTACT #:** \_\_\_\_\_ **E-MAIL** \_\_\_\_\_

*The student is also required to submit the Financial Aid Suspension Appeal forms as well as a degree audit outlining the circumstances leading to excessive hours attempted. The remainder of this form is to be completed by the student's academic advisor before the student's request will be presented to the committee.*

### To Be Completed by Academic Advisor: (please provide a degree audit)

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

1. 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...?  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
2. This request is for the following degree: \_\_\_\_\_
3. How many additional hours are required to complete the degree? \_\_\_\_\_

*Please include any planned current semester enrollment in your calculation.*

\_\_\_\_\_  
Name of Advisor (please print or type)

\_\_\_\_\_  
Academic Department

\_\_\_\_\_  
Signature of Advisor

\_\_\_\_\_  
Date

**Return this form, Financial Aid Suspension Appeal Request, and Degree Audit to:**

College of the Muscogee Nation Financial Aid and Scholarships office  
 2170 Raven Circle Okmulgee, OK 74447  
 Phone: 918.549.2800  
 Fax: 918.759.6942  
 financialaid@cmn.edu