



# REMAINING HOURS REQUIRED FOR DEGREE COMPLETION

**MXHR21**

LAST NAME: \_\_\_\_\_ FIRST NAME: \_\_\_\_\_ MI: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ ST: \_\_\_\_\_ ZIP: \_\_\_\_\_

CWID (College Wide ID): \_\_\_\_\_

CONTACT #: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

The remainder of this form is to be completed by the student’s academic advisor or authorized representative within the academic department before the student’s request will be considered.

**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
Associate of Science (AS)	90
Associate of Applied Science (AAS)	135
Bachelor or Technology (BT)	180

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 and Degree Audit to:**  
 OSUIT Financial Aid & Scholarships  
 1801 E. 4<sup>th</sup> Street | Okmulgee, OK 74447  
 918.293.4684 (Phone) | 918.293.4650 (Fax)  
 E-mail: [osuitfinancialaid@okstate.edu](mailto:osuitfinancialaid@okstate.edu)  
<https://osuit.edu/financial-aid/index.php>