

MAXIMUM TIME FRAME POLICY

The student must complete all course requirements within 150% of the required number of credit hours for their particular degree program. For example, a student in a degree program that requires 60 credit hours to complete may take up to 90 credit hours to complete that degree. This provision allows for remedial credit hours if the student needs and for possible repeated courses to maintain the appropriate degree requirements.

Please print this document and complete it with a wet ink signature. The completed document can be submitted in person or by mail.

Section A: Student Information

Name: _____ Student ID Number: _____
Address: _____ City: _____ State: _____ Zip: _____
Primary Phone: _____

Section B: APPEAL PROCEDURE

A student who has not or will not complete the required courses towards their degree within the 150% of their program may submit an appeal. Based on special circumstances such as a change of major or other circumstances such as serious illness, death, accident, or serious illness of immediate family member, or other documented extenuating circumstances, an appeal may be approved. Please note the appeal is not automatically approved and the evaluation of an appeal will be sent to the student in the mail.

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2024-2025

OPTION TWO (EXTENUATING CIRCUMSTANCES) Space provided below please indicate the circumstances which prevented you from completing your program in the required time frame, and attach any supporting documents.
