Excessive Hours Appeal Form

Student Name: ___________________________  Student ID: ___________________________

Please check which semester you are appealing to have your federal financial aid reinstated:

Summer_____  Fall_____  Spring_____  

Note: Eligibility for federal financial aid is determined based on a student’s total number of “attempted” hours. Hours for which a student registered, but may not have completed, must be included in this calculation in accordance with federal regulations governing the awarding of federal student aid.

Please review my academic record. I am appealing the loss of my federal financial aid because I have exceeded the number of hours normally required to complete degree requirements. I meet one of the following criteria for appeal:

1. My undergraduate degree plan requires more than 124 semester hours to complete. (Most plans require 124 hours. You can attempt up to 150% of your plan’s hours, which for 124 hours is 186 hours.) Submit a Plan of Study signed by advisor or the advisor can send an email to financial.aid@usm.edu.

2. I have military or vocational hours that are not included in my program of study. (ROTC courses do not satisfy this requirement.)

3. I will complete degree requirements within the next two semesters and have not attempted more than 240 semester hours toward my first undergraduate degree. (Documentation must be provided from the student’s academic advisor outlining the student’s degree plan and course requirements as well as the expected date of completion.)

4. I am seeking a second undergraduate degree and I have not attempted more than 282 semester hours. (A change in majors does not satisfy this requirement.) Submit a Plan of Study signed by advisor or the advisor can send an email to financial.aid@usm.edu.

5. I am a graduate student and have not attempted more than twice the number of credit hours normally required to complete my degree. Submit a Plan of Study signed by advisor

Student Signature: ___________________________  Date: ___________________________

Special Note: An appeal and supporting documentation needs to be filed by the appeal processing priority deadline which is 14 business days prior to the semesters add/drop date. The priority deadline is established to ensure the appeal committee can process the appeal in time for the student to withdraw from classes without financial penalty if the appeal is denied.