

Remaining Hours Required for Degree Completion Form

Student Name:	Student ID#:
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The student is also required to submit the Satisfactory Academic Progress Appeal form outlining the circumstances leading to excessive hours attempted. This form is to be completed by the student's academic advisor or authorized representative within the academic department.

**To Be Completed by the Academic Advisor:**

By federal regulation, students have a maximum timeframe (total hours attempted, including grades of WD, WU and WF) in which to complete their degree requirements and still qualify for federal 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 Type	Maximum Timeframe
Undergraduate 120 credits	180 credits
Undergraduate 128 credits	192 credits
Graduate Programs	Five calendar years
Certificate Programs and others not listed	Published length of program x 1.5

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.?

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2. How many additional hours are required to complete the degree? \_\_\_\_\_

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

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

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

\_\_\_\_\_  
Date

Return to:

SJNY Office of Financial Aid  
155 W. Roe Blvd  
Patchogue, NY 11772  
FAX: 631-447-8883

SJNY Office of Financial Aid  
245 Clinton Ave.  
Brooklyn, NY 11205  
FAX: 718-940-5312