OFFICE *of* FINANCIAL AID

2023-2024 Undergraduate Maximum Credit Hours of Eligibility (MCE) Appeal

Student ID _____   Legal Name _____

You should only submit this form if you are an undergraduate student with a SAP Status of "Max Credit Hours Reached" or "Warning Max Credit Hours."

Federal regulations require the Office of Financial Aid to monitor the academic progress of all students toward the completion of a degree. The regulations stipulate that a student's eligibility for financial aid expires when the student's attempted credit hours have exceeded 150% of the credit hours required for their degree. Multiple changes in major and/or excessive grades of F, I, N, or W are not adequate reasons for exceeding the Maximum Credit Hour requirement. Appeals submitted for these reasons alone cannot be approved.

The Financial Aid Review Committee will review and respond to your appeal with either an approval or a denial. These decisions are communicated in writing to your EMU email account. All appeal decisions are final.

Select the scenario that represents your situation and submit the requirements as specified below (scenario 1) or on the second page (scenario 2).

Scenario 1:

Your Undergraduate Program requires more than 120 credits hours or your Second Bachelor's Program requires more than 30 credit hours.

List your major(s)

List your minor(s)

You and your academic advisor must complete the statements below.

Your Academic Advisor MUST complete the Advisor's Statement below.

I, _____, certify that this student's program as listed above requires a total of _____ credit hours, from the beginning of the program through to the completion of the degree. This number exclusively includes all Major(s) requirements, Minor(s) requirements and General Education requirements.

Advisor's Signature: _____   Date: _____

Print Name: _____   Email: _____ @emich.edu

All of the information on this form is true and complete to the best of my knowledge. If necessary, I agree to provide further proof of the information that I have given.

Student Signature _____   Date _____

Student ID _____   Legal Name _____

Scenario 2

Other unusual circumstances

Attach a detailed letter from you explaining the situation with any applicable documentation.

You and your academic advisor must complete the statements below.

Planned Enrollment toward Degree Completion (complete form below detailing remaining courses needed or attach your Program of Study). Attach additional copy if more space is needed.

Example

Semester: Fall 2023				
SWRK 408 (3 cr hrs)				
SWRK 409 (3 cr hrs)				
SWRK 488 (6 cr hrs)				
CTAC 124 (3 cr hrs)				
Total Credit Hours for term: 15				

Advisor Signature: By signing below I confirm that if the student enrolls in and successfully completes the coursework above (or on the program of study attached) they should be meeting their degree completion requirements.

Advisor's Signature: _____   Date: _____

Print Name: _____   Email: _____ @emich.edu

All of the information on this form is true and complete to the best of my knowledge. If necessary, I agree to provide further proof of the information that I have given.

Student Signature _____   Date _____