



Maximum Credit Hours (MCE) Appeal
2008-2009



Office of Financial Aid

Student ID _____ Name _____

You should submit this form if and only if your Satisfactory Academic Progress Status is "Max Credit Hours Reached" or "Nearing 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 E, I, N or W are not adequate reasons for exceeding the Maximum Credit Hour requirement and appeals submitted for these reasons alone cannot be approved.

Please check a category, submit the required documentation and this signed form to the Office of Financial Aid Review Committee. The Review Committee will assess the information and notify you if your appeal has been approved or denied through your EMU E-Mail account. Appeals submitted without the required documentation will be denied.

_____ You are an Elementary or Secondary Education Major. This does not include K-12 programs such as music, art, physical education, technology and design or Special Education programs.

Required Documentation:

- Did you graduate from high school before 1998? YES ___ NO ___
The College of Education has already supplied our office with the information we need to examine your program. You do not need to submit further documentation at this time.

_____ Your Undergraduate Program requires more than 124 credits hours or your Graduate Program requires more than 30 credit hours.

Required Documentation:

- List your major(s). _____
List your minor(s). _____
Have your Academic Advisor(s) complete the statement below and sign this form.

_____ Other unusual circumstances.

Required Documentation:

- Detailed letter from you explaining the situation.
Have your Academic Advisor(s) complete the statement below and sign this form.

I, _____, certify that this student's program as listed above requires _____ 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 Signature _____ Date _____

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 _____