

Maximum Credit Hours (MCE) Appeal

MCE

You should submit this form if and only if your Satisfactory Academic Progress Status is "Max Credit Hours Reached" or "Nearing Max Credit Hours"

Student ID:

Name:

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 bring this signed form to the Office of Financial Aid for review. 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.**

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

_____ **Your Undergraduate Program requires more than 124 credits hours or your Graduate/Teacher's Certification or Second Bachelor's Program requires more than 30 credit hours.**

Required Documentation:

- List your major(s). _____
 List your minor(s). _____

_____ **Other unusual circumstances.**

Required Documentation:

- Detailed letter from you explaining the situation.

Advisor's Statement:

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 _____