



Excessive Hours/Time Frame Appeal- Financial Aid

Undergraduate 150% of the number of credit hours to complete degree
 Graduate 6 years from the admission date to their respective program
 Doctoral 10 years from the admission date to their respective program

Office of Financial Aid and Scholarships

P.O. Box 3011 Commerce, Texas 75429 Phone: 903.886.5096 Fax:
 903.886.5098

**Office Use Only
 APPEAL**

STUDENT NAME _____

CWID _____

Please circle the current class level and the semester you are appealing for.

Student Classification: Undergraduate Graduate Doctoral

Semester:	SUMMER 2020	FALL 2020	SPRING 2021	SUMMER 2021
Priority Deadline	May 18, 2020	August 7, 2020	January 4, 2021	May 20, 2021

The Excessive Hours/Timeframe appeal form MUST be submitted with supporting documentation.

(Initial) _____ I have submitted supporting documentation confirming the circumstances stated in this form. Documentation can include but is not limited to: doctor's notes, police reports, letter from success coach/academic advisor, emails between you and professor, letter from employer, death certificate/obituary, etc. Documentation can either support what prevented you from being academically successful this term or what you will do going forward to avoid financial aid suspension. Depending on your circumstances for appealing, documentation may vary. Medical documentation cannot contain personal medical information.

Explain what circumstance(s) have prevented you from receiving your degree in the allowable time-frame.

It is the student's responsibility to have this section completed by your Academic Advisor prior to submission:

Major: _____ Minor: _____

How many hours remain before the student can receive his/her degree? _____

What is the expected graduation date? _____

Schedule of Remaining Coursework (use additional paper if necessary)

Semester/Year	Summer 2020	Fall 2020	Spring 2021	Summer 2021
Course/Credit Hrs				
Course/Credit Hrs				
Course/Credit Hrs				
Course/Credit Hrs				
Course/Credit Hrs				

****If courses listed are taken at another institution, please provide documentation of course registration at said institution.**

 Academic Advisor Name (Please Print)

 College

 Academic Advisor Signature

 Date

 Student Signature

 Date

We strongly encourage students to make alternative payment arrangements while your appeal(s) are in review. An appeal submission will not prevent the student from being dropped for non-payment. Incomplete appeals are not reviewed and are returned to the student. An appeal with all required documents may take up to 2-3 weeks for processing and is reviewed in the order they are received.