



### **2019-2020 Max Hours Appeal**

An important component in the West Virginia State University Satisfactory Academic Progress Policy (SAP) is the Maximum Time Frame 150% Rule. This rule establishes a maximum number of terms a student may receive aid based upon the advertised length of the individual program for which the student is enrolled. Students will not be eligible for financial aid that exceeds the 150% of the published length of his or her program. All credits earned, regardless of where those credits were earned, are taken into consideration when reviewing this component.

The formula used to calculate maximum hours is, total number of hours required for degree program multiplied by 150% = total hours allowed to receive financial aid.

Students who are within a semester of graduation may appeal this process and request financial aid for one semester in which they will complete the requirements for graduation.

#### **Steps to appeal Maximum Time Frame 150% Rule:**

1. Complete student information below.
2. Have Academic Evaluation (page two of this Appeal Form) completed by Dean or Chair of Academic Department
3. Return both complete Forms to Office of Student Financial Aid Ferrell Hall Room 125

<b>Name:</b>	<b>Student ID A#</b>
<b>Address:</b>	
<b>Phone:</b>	
<b>Email:</b>	

**Appeals will be reviewed and if approved financial aid will be awarded only for hours approved and listed on attached Academic Evaluation.**



**2019-2020 Max Hours Appeal  
Academic Evaluation Form**

The student must submit an academic plan completed by the Dean or Department Chair for the academic major student is currently enrolled in. The plan must show how many hours and which classes are needed to complete students currently listed degree program. Student will be able to **receive aid only** for those classes included in the academic plan.

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Student ID #

**Academic Plan**

Course Name	Hours
Total Number of Hours Needed to Complete Degree Program	

**(If more courses are needed then what the space allows, please write the courses and the hours on additional paper. Be sure to include any additional sheets needed with this form.)**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean or Dept. Chair Signature

\_\_\_\_\_  
Date

**Return to: West Virginia State University  
Office of Student Financial Aid  
125 Ferrell Hall  
PO Box 1000  
Institute, West Virginia 25112**