

# SATISFACTORY ACADEMIC PROGRESS APPEAL PETITION FOR EXTENSION OF CREDIT HOURS OVER THE 150% PROGRAM LIMIT

(Please Print in Pen)

Name: \_\_\_\_\_  
I.D. #: \_\_\_\_\_  
Date: \_\_\_\_\_  
Cell Phone #: \_\_\_\_\_

**Please return to:**  
Pittsburg State University  
Office of Student Financial Assistance  
1701 S. Broadway, Pittsburg, KS 66762-7534  
Phone: (620) 235-4240 • (800) 854-PITT  
Email: [finaid@pittstate.edu](mailto:finaid@pittstate.edu)

This form is to apply for an extension for **One Semester Only**. A new appeal form must be completed for each semester.

Semester for which you are appealing: \_\_\_\_ 2023 Fall      \_\_\_\_ 2024 Spring      \_\_\_\_ 2024 Summer

THE FOLLOWING ARE REQUIRED AND MUST BE SUBMITTED WITH THIS FORM.

- 1) **Written Appeal** detailing why an extension of time is required to receive your degree
- 2) **Official Degree Audit** for Undergraduate students
  - OR-**Candidacy Plan** for Graduate students
  - OR-Other required documentation (if necessary)

Pittsburg State University has developed, in compliance with Federal Regulation, guidelines that determine a student’s eligibility for Federal Financial Aid in reference to time/credit hour limitation.

- ❖ Students may receive aid according to the maximum credit hours attempted in all post-secondary institutions (regardless of whether or not they received financial aid). A transfer student who is eligible to receive financial aid at Pittsburg State University will follow the same standards for satisfactory academic progress and maximum credit hour limits as all other students.
- ❖ See the Financial Aid Office regarding the maximum timeframe for completing your specific program.

Since you have now exceeded the credit hour guidelines for Federal Financial Aid eligibility at Pittsburg State University, in order to receive further Federal Financial Aid you must complete a written appeal by using this form, and returning it with all requested documentation to the Office of Student Financial Assistance. Your appeal will then be considered for approval before any financial aid can be awarded. You will be notified of an approval or a denial.

Degrees already Received \_\_\_\_\_

Degree you are Seeking \_\_\_\_\_ (ex. BA, BBA, BS, MBA, MS, MAT)

Major Area of Study \_\_\_\_\_ (ex. Management, Education)

Estimated Date of Graduation \_\_\_\_\_

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

WRITTEN APPEAL:

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

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**(For Student Financial Assistance Office use only)**

Initials \_\_\_\_\_ Date \_\_\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_

\_\_\_\_\_ Approved with conditions: \_\_\_\_\_

Award at Grade Level \_\_\_\_\_ Hrs Left to Complete degree \_\_\_\_\_ Aggregate Loan Balance \$ \_\_\_\_\_

UR: Sub \_\_\_\_\_ Unsub \_\_\_\_\_ GR: Sub \_\_\_\_\_ Unsub \_\_\_\_\_

Name \_\_\_\_\_