

## **Evaluation for Maximum Hours: Grad Plan**

Per Department of Education regulations, students are allowed to receive federal aid for up to 150% of their program's published length. Example: A major of Psychology requires 120 hours to graduate. A student with a major of Psychology would be eligible for federal aid for up to 180 hours before aid is terminated for maximum hours.

The process of an Evaluation for Maximum Hours: Grad Plan is to recalculate total hours, subtracting hours for classes taken that do not pertain to the current declared major.

### **HOW TO FILE AN EVALUATION FOR MAXIMUM HOURS: GRAD PLAN:**

Submit the following documents:

1. The attached Evaluation for Maximum Hours form. Student will complete sections 1 and 2. Section 3 must be completed and signed by your advisor.
2. A letter from you (student) explaining why you have gone over the 150% maximum hours threshold for your current program.
3. A copy of your current transcript reviewed by your academic advisor for classes that do not pertain to your current declared major. Classes already taken that do not pertain to your current declared major should be marked "N/A" by your advisor (See page 2 for example).

### **NOTES:**

You will need to meet with your academic advisor to determine what courses are still needed to complete your degree program and when you will take them. These courses should be listed on Section 3 of the form, along with which semester the class will be taken. This class plan will be checked against your enrollment each semester and **MUST MATCH** for aid to stay in place. The graduation plan must be signed by your academic advisor.

OR

If your attempted hours are high because you have a double major or other required courses in addition to the published required courses for your degree program, you and your advisor(s) will need to determine the total required hours for both programs combined without any duplication, or a total of your published required hours plus any required prerequisites, foundation courses, etc.

Return the completed Evaluation for Maximum Hours-Grad Plan form, transcript, and your letter of explanation to the Office of Student Financial Aid. Your request will not be reviewed until it is complete, including your and your advisor's signatures, your written statement, transcript with N/A classes marked, and the course evaluation.

If you have questions, please contact the office of Student Financial Aid or send an email to [finaid@siue.edu](mailto:finaid@siue.edu).

SAP Coordinator  
Satisfactory Academic Progress  
Office of Student Financial Aid  
Southern Illinois University Edwardsville

# Example

**Does not count towards current degree program must be labeled (i.e. N/A) on transcript.**

## 2021 - SPRING SEMESTER

ART 111-002	INTRODUCTION TO ART	E	(3.0)	0.00
	<i>REPEAT (EXCLUDED FROM GPA)</i>			
HIST 200-002	UNITED STATES HISTORY	C	3.0	6.00
	CONSTITUTION: TO 1877			
MATH 120-005	COLLEGE ALGEBRA	WP	(3.0)	0.00
	<i>WITHDREW WITH GRADE</i>			

## TRANSFER CREDIT APPLIED TO 2014 - SPRING SEMESTER

### TRANSFER COLLEGE A

BUS 0115	INTRO TO ECONOMICS		3.0	
		TOTAL	3.0	

### TRANSFER COLLEGE B

	PE 200	FITNESS CENTER I		1.0
	PE 201	FITNESS CENTER II		1.0
<i>N/A</i>	HRM 126	PASTRY		0.0
<i>N/A</i>	HRM 132	CUL ARTS PRC 3		0.0
<i>N/A</i>	HRM 200	MEAL PLANNING		0.0
		TOTAL		2.0

## 2021 - SPRING SEMESTER

PROGRAM: BUSINESS / BACHELOR OF SCIENCE

MAJOR: BUS ADMIN/GENERAL

	CMIS 108 -613	COMPUTER CONCEPTS AND APPLICATIONS SKILLS	C	3.0	6.00
<i>N/A</i>	BIOL 205-001	HUMAN DISEASES	D	3.0	3.00
	ECON 111-111	PRIN OF MACROECONOMICS	WP	(3.0)	0.00
		<i>WITHDREW WITH GRADE</i>			
	POLS 112-009	AMERICAN NATIONAL GOVERNMENT & POLITICS	E	(3.0)	0.00
		<i>REPEAT (EXCLUDED FROM GPA)</i>			
<i>N/A</i>	ACCT 200-112	FUNDAMENTALS OF FINANCIAL ACCOUNTING	WP	(3.0)	0.00
		<i>WITHDREW WITH GRADE</i>			



**Student Financial Aid**  
 2308 Rendleman Hall Campus Box 1060  
 Edwardsville, IL 62026-1060  
 Phone: (618) 650-3880 Fax: (618) 650-3885  
 Email: [finaid@siue.edu](mailto:finaid@siue.edu) Homepage: [www.siu.edu/financial-aid](http://www.siu.edu/financial-aid)

**Evaluation For  
 Maximum Hours**

GRADPL

**SECTION 1 – STUDENT INFORMATION:**

Student Name \_\_\_\_\_ Univ. ID # \_\_\_\_\_

Street Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

**SECTION 2 - YOUR DEGREE PLANS:**

Anticipated degree(s) \_\_\_\_\_ Anticipated date of graduation \_\_\_\_\_

Major/Minor \_\_\_\_\_ **Total hours required** for this Major \_\_\_\_\_

**WRITE EXPLANATION FOR EXCEEDING 150% HOURS IN BOX, THEN SIGN BELOW:**

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

Date \_\_\_\_\_

*If typed/electronic signature is submitted, this form will be considered incomplete and financial aid will be delayed.*

**SECTION 3 - COURSES STILL REQUIRED TO FINISH DEGREE (to be completed by your advisor):**

(Use additional page if necessary)

Term	Course #	Course Title	# Hours	MJR, Min, GE, EL
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**Courses completed or transferred that DO NOT APPLY to either your major or Gen.Ed. requirements for your current degree program must be marked "N/A" on a transcript by your academic advisor. (See instructions for example. Do not highlight.)**

Advisor Name & Department \_\_\_\_\_ Phone \_\_\_\_\_

Advisor Signature & Date \_\_\_\_\_ Email \_\_\_\_\_