# Request for Extension of Maximum Timeframe Form

### MAXEXT

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<tr>
<th>Student ID: M</th>
<th>Phone: (     )</th>
<th>Email: @mtmail.mtsu.edu</th>
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### Type of Request:

Federal law allows students to receive Title IV assistance up to 150% of published program length. With the exception of military credit, students will be allowed **ONE** opportunity to appeal this limitation as an undergraduate and as a graduate student as related to one of the circumstances listed below:

- **Undergraduate Transfer Coursework:** Transfer students may request that transfer coursework with grades of “W” or “F” be excluded from consideration toward the maximum timeframe limitation.

- **Military Credit:** Students may request that military credit that does not apply toward their degree be excluded.

  **To be completed by your Academic Advisor or Graduation Analyst:** I certify that the military credits listed do not apply towards the student’s degree. *(please sign below)*

  Number of Military Credit hours to exclude: ___________

- **Undergraduate - Change of Major**
- **Undergraduate - Change of Concentration**
- **Undergraduate - Double Major**

- **Graduate - Change of Major**
- **Graduate - Change of Concentration**
- **Graduate – Dual Programs**

  **If change of major did not occur at MTSU, then the student will be required to provide proof that the major change occurred at a previous institution.**

  **To be completed by your Academic Advisor, Undergraduate Graduation Analyst, or Graduate Analyst:** I certify that the following information is correct at the time of my review of the student’s transcript. *(please sign below)*

  Major: _______________________________________

  Has the student been granted Candidacy in the major? _____ Yes _____ No* _____ Not required for major

  *If No, how many hours are needed to apply for Candidacy? ________________

  (ONLY include failed or credits hours not yet taken; Do NOT include classes not needed for the degree that are being repeated in order to raise GPA.)

  *Anticipated semester that Candidacy may be considered? ________________

  Total number of credits that are needed to complete the current degree program: _______________

  Include required hours taken during the current semester AND hours needed in future semesters.

  (If candidacy is required, include hours needed to apply for candidacy and hours required if candidacy is granted.)

### Signature / Contact information of Academic Advisor / Undergraduate Graduation Analyst, or Graduate Analyst:

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<th>(Signature of Advisor/Analyst)</th>
<th>(Date)</th>
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<th>(Printed Name of Advisor/Analyst)</th>
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I understand that my one-time extension to maximum hours applies only to the major documented at the time of the extension. If I change my major or concentration after the extension has been granted, I understand that the extension is no longer valid and I will be ineligible for future federal/state aid until after I graduate and start a new degree.

Student Signature: ___________________________ Date: ___________________________