



To submit the completed form **In Person**: MT One Stop, Student Services and Admissions Center (SSAC) – Room 210;
Mail: MTSU, MT One Stop, SSAC Room 260, 1301 East Main Street, Murfreesboro, TN 37132; **Fax**: at (615) 898-5167.

MAXEXT Request for Extension of Maximum Timeframe Form

Last Name:	First Name:	MI:
Student ID: M	Phone: ()	Email: @mtmail.mtsu.edu

Type of Request:
 (Please select only ONE box below, unless selection includes Military Credit)

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: _____

- | | |
|--|---|
| <input type="checkbox"/> Undergraduate - Change of Major** | <input type="checkbox"/> Graduate - Change of Major** |
| <input type="checkbox"/> Undergraduate - Change of Concentration | <input type="checkbox"/> Graduate - Change of Concentration |
| <input type="checkbox"/> Undergraduate - Double Major | <input type="checkbox"/> 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:

_____	_____	
(Signature of Advisor/Analyst)	(Date)	
_____	_____	_____
(Printed Name of Advisor/Analyst)	(Phone)	(Email Address)

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:** _____