



# Request for Extension of Attempted Hours for Title IV Federal Student Aid Recipients

Office of Financial Aid  
1300 S Country Club Road - El Reno, OK 73036  
405-422-6250 – Fax: 405-422-1463

You may request an extension of hours beyond the published maximums for your degree program if you meet the following criteria:

1. You have had a change of major.
2. You have a retention/graduation grade point average of 2.0 or above.
3. Your completion rate is 67% for the most recent year attended **and** overall.
4. You have not changed your major more than twice.

If you meet these criteria and wish to request an extension of hours, please complete the bottom portion of this form and return it to the Financial Aid Office with the required documentation. Your request will be considered and you will be notified in writing of the decision. This determination may take up to three weeks.

**Incomplete requests will be returned to the student and not reviewed.**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

SSN/RCC ID: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Planned RCC graduation date: \_\_\_\_\_

Present Major: \_\_\_\_\_

Previous documented major(s) (list all): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Prior post secondary schools attended (list all): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Prior Degrees Earned: \_\_\_\_\_

- Attach Degree Audit for current major
- Attach unofficial RCC transcript
- Attach unofficial transcripts from all previously attended post secondary schools

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

\_\_\_\_\_  
Date