

The U.S. Department of Education has set standards of satisfactory academic progress that all students must meet to be eligible for federal student aid. One of those standards is that students must complete their degree within a maximum time. Transfer hours also impact a student's maximum time frame. The following student may be exceeding the maximum time frame for completing a degree. Please complete the following evaluation form with the requested information, so we can accurately assess the student's financial aid eligibility.

**Standards of Satisfactory Academic Progress**  
Maximum Time Frame

Associate's Degree	96 credit hours
Bachelor's Degree	192 credit hours
Master's Degrees	5 years
Doctoral Degree	10 years

**TO BE COMPLETED BY STUDENT'S ADVISOR**

Student Name \_\_\_\_\_ Banner ID + \_\_\_\_\_

Student Email \_\_\_\_\_@MiamiOH.edu

Declared Major \_\_\_\_\_ Anticipated Graduation Date (mm/yy) \_\_\_\_\_

Degree student is seeking: (Check all that apply - only select more than one degree if student is simultaneously enrolled in multiple degree programs.)

Associate's    Bachelor's    Master's    Doctoral

Additional credit hours needed to complete degree (including current enrollment): \_\_\_\_\_

Number of transfer credit hours that **count** toward current degree program (if applicable): \_\_\_\_\_

College degree previously earned (including Miami University) and the date granted (if applicable):

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

Number of credit hours from all previous degrees (including Miami University) that will count towards a new or current degree per the DARS audit (if applicable): \_\_\_\_\_

Has the student switched majors while at Miami?    Yes    No

If yes, how many credit hours from prior major will NOT count towards current degree? \_\_\_\_\_

Comments: \_\_\_\_\_

Advisor Name \_\_\_\_\_ Email \_\_\_\_\_@MiamiOH.edu  
(Please print)

Academic Department \_\_\_\_\_ Phone \_\_\_\_\_

Advisor Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Original, not typed)

**Please return this form to the One Stop:**

Miami University - One Stop - 301 S. Campus Ave. - Oxford, OH 45056 513-529-0001  
Email: OneStop@MiamiOH.edu - Fax: 513-529-8713 - Web: MiamiOH.edu/OneStop