

Name: _____ HSU ID _____

Address: _____ Phone _____

_____ Email _____

Unit Cap Extension

To meet federal and state Satisfactory Academic Progress requirements, you are expected to complete a degree or certificate within a maximum allowable time frame. Financial aid funding at Humboldt State University is based on the cumulative number of units you attempt, including all units attempted at other institutions, and including any units attempted without benefit of financial aid.

Undergraduates who have attempted 180 units and graduates who have attempted 50 post-baccalaureate units are ineligible for all types of financial aid, including grants, Work-Study and loans.

How to request an extension:

Evaluation of your request for extension may take up to six weeks.

A. If you have mitigating circumstances (such as serious injury, medical condition or a death in the family) that caused you to attempt units you did not complete, you MAY be considered for an extension. ***Financial need, double majors, and minors are not mitigating circumstances.*** Please attach the following:

1. **Statement.** Please attach a statement explaining the serious injury, medical condition or a death in the family, and why you require more than the standard number of units.
2. **Substantive documentation**, i.e. medical records or death certificate, showing cause to excuse up to one semester of attempted but not completed units.
3. **Program Plan:** semester by semester plan of what you have left to take and when you will be taking it. Use the back of this form.

-OR-

B. If the courses required to complete your major, including general education requirements, exceed 120 units (or 50 for graduates), and you would like to be considered for an extension, please complete and return this form with the following documents attached. ***Students will not be funded to finish second majors or minors.***

If we approve the extension, you must complete courses according to the plan you submitted. If you do not complete the required courses as planned, further extensions are unlikely.

Please attach the following documentation:

1. **Statement.** A brief statement explaining why you require more than the standard number of units to complete your degree.
2. **Major contract**, signed by your advisor (or **Advancement to Candidacy**, for a grad)
3. **Degree check** (available from the AIR center) **OR DARS report** (available online via WebReg or through the AIR center).
4. **Program Plan:** semester by semester plan of what you have left to take and when you will be taking it. Use the back of this form.

QUESTIONS on how to prepare these requirements? Meet with a financial aid counselor.

Program Plan:
(Remaining Coursework required)

Name: _____ HSU ID _____

1. Please list only the coursework required to complete your degree and the semester.
2. Mark any repeated courses with an asterisk to the left of the course name
3. Under Requirement, indicate why the course is required using the following abbreviations:
GE for General Education
MAJ for major, credential or graduate program requirement
PRE for prerequisite

Fall 20__

Course	# of units	Requirement
TOTAL:		

Spring 20__

Course	# of units	Requirement
TOTAL:		

Fall 20__

Course	# of units	Requirement
TOTAL:		

Spring 20__

Course	# of units	Requirement
TOTAL:		

I certify that the courses listed above are the remaining requirements for the student's degree.

Major or program advisor's signature _____ Date: _____

Advisor's name (printed): _____ Advisor's phone #: _____

Advisor's email: _____

I acknowledge that these courses are the remaining requirements for my degree.

Student's signature: _____ Date: _____