

INSTRUCTIONS FOR REQUESTING AN EXTENSION OF TERMS

1. **Write a formal business letter and state clearly the reason(s) an extension is needed. Handwritten notes will NOT be accepted.** For extensions of one or two terms, the letter should be addressed to the Director of Academic Services. For extensions of three terms, the letter should be addressed to the Chair, Student Admissions and Academic Standing Committee (SAAS Committee). For assistance in writing a formal business letter, use appropriate references in Hutchins Library (refer to BANC or visit the Reference Section) or seek assistance at the Learning Center.
2. **Complete the Term Curriculum Plan on the reverse side of these instructions.**
 - **Please indicate all required courses (general education and major courses) and electives** that you plan to complete through the term of graduation.
 - **Please print legibly and use either blue or black ink** to complete the plan. Forms completed in pencil will not be processed.
 - **Beginning with the current term, please provide the course prefix, number and title for all courses listed for all terms, e.g., GSTR 310, Understandings of Christianity.**
 - **Elective courses may be indicated by “Elective” or by the prefix, number and name of the course.**
3. **Please consult with your academic advisor as you develop your curriculum plan and letter of request.** Your advisor should work with you to develop your plan. For assistance, please refer to the Degree Audit in BONd. While this is an unofficial degree audit (the Student Service Center conducts all official audits), the courses successfully completed and other valuable information will assist the two of you in formulating an accurate curriculum plan. Be certain to include all courses needed to satisfy graduation requirements.
4. **Obtain a supportive statement (or non-support comments) from your academic advisor. See the reverse side of these instructions. Obtain the signature of your academic advisor. The advisor’s signature and statement will be interpreted that s/he is knowledgeable about and supportive of the request and curriculum plan.**
5. No action will be taken on requests until all instructions have been followed.
6. Submit your letter and Term Curriculum Plan to:

Student Service Center
CPO Box 2168

Or

Student Service Center
First Floor, Lincoln Hall

EXTENSION OF TERMS REQUEST - TERM CURRICULUM PLAN

Name (Please print.) _____ Student No. _____ CPO _____ Major _____ Date _____

Requesting _____ (1,2 or 3) extra terms (Count only regular Fall or Spring terms; Summer and Short Terms do not require extension approval.)

If you were previously approved for an extension of terms, how many terms were approved? _____ Begin with **this** term and list your term-by-term courses:

Fall Term _____ Short Term _____ Spring Term _____ Summer Term _____

Fall Term _____ Short Term _____ Spring Term _____ Summer Term _____

Fall Term _____ Short Term _____ Spring Term _____ Summer Term _____

Advisor's Comments (support for the plan; non-support for plan; other comments):

Advisor's Name (Please print.)

Advisor's Signature

Advisor's CPO