



To be completed by student: LAST 6 OF BANNER ID # _____

Name of Student _____

Last

First

Middle

Degree Level: Bachelor's Master's Doctoral Other Major Field of Study: _____

Note: If you are in a joint or dual degree program, you will need to have a recommendation completed by the academic advisor from each program. If the extension is based on one of the degree programs, please provide a statement from the other program(s) confirming that it has been completed and does not require an extension.

Form should be forward to OIA by Dept Chair/Dean Office 30 days prior to expiration date on students I-20/DS-2019. If fail to meet the deadline, there is no guarantee that your request will be process before students current I-20/DS-2019 expires.

- To be eligible for extension, the student must be maintaining status, making normal progress toward completion of degree, and **have academic requirements remaining.**
- Extensions may only be granted to students who can demonstrate that they have compelling academic or medical reasons [8 CFR 214.2(f)(7)(iii)].
- Delays caused by academic probation or suspension are not acceptable reasons for program extension [8 CFR 214.2(f)(7)(iii)].
- Extension requests will not be granted solely because the student was delayed by engaging in employment such as Curricular Practical Training (F-1) or Academic Training (J-1).

Estimating Completion Date

- The final term is the last term the student is registered for classes/credit required for his/her degree.
- For all Ph.D. students, the completion date is the last day of the final term in which the candidate must be enrolled for eight (8) hours to defend.
- For all master's or doctoral students whose academic program requires a thesis, the completion date is the last day of the final term in which the student satisfies all academic requirements for the degree.

To be completed by the Academic/Faculty Advisor:

Required credit hours remaining: _____ (excluding current term enrollment)

Estimated completion date : _____ (term and year)

Reason for delay (check all that apply):

Change/add major field of study

Change in research topics

Unexpected research problems

Student needs more time (explanation of what constitutes acceptable academic reasons for extension, *required for all*)

As the Academic/Faculty Advisor, Chair, and Dean, I certify that the student is eligible to continue his/her studies and recommend that the student be allowed additional time to complete degree requirements.

Academic/Faculty Advisor _____ Title _____ Date _____

Department Chair _____ Date _____

Dean _____ Date _____