



## Academic Recommendation for Program Extension

Please complete sections 1, 2, and 3, then take this form to your Academic Advisor for review and signature. Note that if the end-date on your I-20 has already passed you **cannot** extend. You will need to apply for reinstatement instead. **Incomplete or unsigned forms will not be accepted.**

### 1. Please provide the following information:

» Your name: \_\_\_\_\_ » Your student ID (CCID): \_\_\_\_\_

» Your Academic Advisor: \_\_\_\_\_ » Current I-20 end-date: \_\_\_\_\_

### 2. Why do you need more time to finish your degree? Please select **ONE**:

I changed my major at Cambridge College

I have encountered unexpected problems with my Capstone/ILP/IRP

I was injured/sick and had to take a Reduced Course Load

I missed one or more term of study due to Leave of Absence in \_\_\_\_\_  
Term Year

Other. Please explain in detail: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### 3. When will you graduate?

» I plan to complete all requirements for graduation in \_\_\_\_\_, \_\_\_\_\_.  
Term Year

### 4. Please ask your Academic Advisor to review this information and sign:

» By signing, the student's Academic Advisor **confirms** both that a) the student's need for extending his/her program of study is as stated in Section 2, and b) the student should be able to complete his/her requirements for graduation by the term and year specified in Section 3. **Please do not sign if this information is in any way incorrect or inaccurate.**

\_\_\_\_\_  
Advisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Advisor's Name (please print)

\_\_\_\_\_  
Telephone number/extension

### 5. Please scan and email this form to the International Student Office.

*For International Student Office use (don't fill this part out, please!):*

» I-20 extended to: \_\_\_\_\_ » Extended by: \_\_\_\_\_ » Date: \_\_\_\_\_

» Student notified of extension:  Yes  No » Notified via: \_\_\_\_\_