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: ____________________________________________________________