

INFORMATION & INSTRUCTIONS FOR REQUESTING AN EXTENSION OF TERMS

1. **Attach a letter addressed to Curtis Sandberg, Director of Academic Services, and state clearly the reason(s) an extension is needed. Illegible forms and/or letters will not be reviewed. Incomplete applications (such as no attached letter) will be returned to you.**
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.**
 - **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.**
 - **Perspective courses may be indicated by the title of the perspective, e.g., “religion perspective,” “international non-western perspective.”**
 - **Complete all information asked on the form.**
 - **Form must be completed in blue or black ink, or it will not be accepted.**
3. **Please consult with your academic advisor as you develop your curriculum plan and letter of request. You must use the “What-if Analysis” in MyBerea and work with your advisor to develop your curriculum plan. Be certain to include all courses needed to satisfy graduation requirements. Use Summer terms and feel free to look for creative solutions to reduce the total of terms as much as possible.**
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. The **final decision** will be communicated through an official letter sent to your CPO Box.
7. Submit your letter and Term Curriculum Plan to:

**Office of Academic Services
CPO Box 2205
or
Lincoln Hall 110**

Please read instructions carefully on the first page of this form. **This form must be completed in blue or black ink, or it will not be accepted.**

EXTENSION OF TERMS REQUEST - TERM CURRICULUM PLAN

Name (*Please print.*) _____ Student B# _____ CPO _____ Date _____

Major(s) _____ Concentration / Minor _____

Accepted into major? Y ___ or N ___ If not, are you in the process of declaring your major? Y ___ or N ___

Requesting ___ (1, 2 or 3) extra term(s) (*Count only regular Fall or Spring terms; Summer terms do not require extension approval.*)

If you were previously approved for an extension of terms, how many terms were approved? ___ (*Please write N/A if this does not apply to you.*)

Begin with **this** term and list your term-by-term courses:

Fall Term _____

Spring Term _____

Summer Term _____

Fall Term _____

Spring Term _____

Summer Term _____

Fall Term _____

Spring Term _____

Summer Term _____

Advisor's Comments (*supportive/unsupportive of plan; other comments*):

Advisor's Name (*Please print.*) _____ Advisor's Signature _____ Advisor's CPO _____