Academic Advisor’s Recommendation Form for Extension of Time for a Program of Study

Student’s Name: ____________________________________________________________________________

Student ID number: ____________________________ Degree Program________________________________

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**Academic Advisor:** Please indicate &/or verify correct information below and return the completed form to Brent Wilkinson, DSO in Admissions Office – Ext 6-6897.

1. **Anticipated Completion Date:**
   - Was________________________
   - Change to ____________________

2. **Was the student ever on Academic Probation or Academically Suspended?**
   - Yes_______  No_______

3. **Verify Statement:** The remaining course work is required for the student’s educational program?
   - Yes_______  No_______

4. **I anticipate this student will complete all requirements for the current program of study by**
   - month  day  year

5. **This student has not yet completed the current program of study due to**
   (please check all reasons which apply):
   - _____ Delays caused by a change in major field of study
   - _____ Delays caused by a change in research topic
   - _____ Delays caused by lost credits upon transfer to our school
   - _____ Other (please explain) ______________________________________________________________
   - ____________________________________________________________________________________

6. **I, therefore, recommend that this student be allowed additional time to complete his/her required studies.**

   Advisor’s signature_____________________________________________________  Date___________
   Name and Department __________________________________________________________________ (please print)

For DSO Use Only  Updated: 11/12/19

<table>
<thead>
<tr>
<th>Academic Probation?</th>
<th>Yes_______  No_______</th>
<th>Full-time?</th>
<th>Yes_______  No_______</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financially OK?</td>
<td>Yes_______  No_______</td>
<td>Required course work?</td>
<td>Yes_______  No_______</td>
</tr>
<tr>
<td>Decision:</td>
<td>______________________</td>
<td>Colleague Record Changed:</td>
<td>______________</td>
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<tr>
<td>Date:</td>
<td>______________________</td>
<td>Initials:</td>
<td>______________________</td>
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