



INTERNATIONAL STUDENT OFFICE

Academic Advisor's Recommendation for Program Extension/ Change of Major

Student Section

Today's Date _____ Student ID# _____

Family Name _____ First Name _____

Phone # _____ E-mail _____

Requested new program completion date _____

Please explain your enrollment plan and how many credits you will take per semester until your program is completed.

Academic Advisor: This form is designed to facilitate the communication of certain information required by regulations of the U.S. Immigration regulation. The above-named student wishes to receive an extension of the time allocated for completion of the program of study or to change the program information. Please complete the form in full and return it to the International Student Office.

Academic Records Department

1. The student is (was) engaged in the following academic program:

Major _____ Degree _____

(If Applicable)

The student is changing [degree, level, major] (circle one):

from _____ to _____

Number of credits required for degree/program _____

Semester/Year expected to complete program of study (month/day/year): _____

2. Is this student making normal progress towards his/her current degree?

Yes No

Is this student taking full-time credit hours? (undergraduate 12, graduate 9)

Yes No

3. Do you recommend this student be given additional time to continue his/her studies?

Yes No

4. (If no, please explain) _____

5. This student has not yet completed the current program of study due to (please check all that apply):

Change of major field of study

Change in research topic

Unexpected personal problems

Lost credits upon transfer to our school

No unusual delay. The original length of time given to complete studies was not reasonable for an average student in this program.

Other (please explain on the reverse side of this form)

Signature

Print Name

Date

Phone

Please return (via student or campus mail) to: International Students Office/Moody Central