



REQUEST FOR EXTENSION OF TERMS

Office of the Registrar
Lincoln Hall, First Floor
CPO 2168
Berea, KY 40404
859-985-3185
859-985-3918 (fax)
Registrar@berea.edu

Students who, for good reason, are unable to complete degree requirements within eight regular terms may submit an Extension of Terms request. Please read the instructions below for information on submitting a request.

INSTRUCTIONS FOR AN EXTENSION OF TERMS REQUEST

1. Attach a letter addressed to Scott Steele, Dean of Curriculum and Student Success, and state clearly the reason an extension is needed. Illegible forms and/or letters will not be reviewed. Incomplete applications will be returned to you.
2. Complete the Electronic Curriculum Plan, which can be accessed through the Degree Works audit link under the "Academics" tab in myBerea.
 - a. Please indicate all required courses (general education and major) and electives that you plan to complete through the term of graduation.
 - b. Beginning with the next term, please provide the course prefix, number and title (e.g., GSTR 310, Understandings of Christianity) for all courses needed to complete degree requirements.
 - c. For instructions on completing an Electronic Curriculum Plan, please visit the Declaration of Major tab at www.berea.edu/registrar.
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 Degree Works 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 number of terms as much as possible.
4. Obtain a supportive statement from your academic advisor. 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 and all required documents are received.
6. The final decision will be communicated via email. If your request is approved, your electronic curriculum plan will reflect the status "Registrar Approved."
7. Please submit all required documentation to the Office of the Registrar in Lincoln Hall.

REQUEST FOR EXTENSION OF TERMS

Student Name _____ B# _____

Major(s) _____ Concentration _____

Minor(s) _____

Have you been officially accepted into your major? Yes No

If not, are you in the process of declaring your major? Yes No

How many extra terms are you requesting? 1 2

(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.)

My signature indicates that I have read the instructions for this extension of terms request, that I have completed an electronic curriculum plan, and that I have attached a letter stating the reason for my request.

Student signature

Date

Advisor's Comments _____

Signature _____ Date _____

If you are an international student, you must obtain the International Student Advisor's signature.

Signature _____ Date _____

EOT Reviewer Recommendation: _____ Approved _____ Not Approved Date _____

For SAAS: Dean of Curriculum and Student Success _____