Extension of Termination from Major
Submit this form by the Last Day to Add Classes

This form is to be used for students who are subject to Termination from the Major after the current semester. The Volgenau School of Engineering policy states:

No math, science, or Volgenau School of Engineering course that is required for the major may be attempted more than three times. Those students who do not successfully complete such a course within three attempts will be terminated from the major.

Once a student has attempted one of these courses twice unsuccessfully, the third attempt must be no later than the next semester of enrollment, excluding summers. Failure to take the course at that time will result in termination from the major. If the student is unable to take the course when required, the student may request an extension to a future semester [using this form]; extensions require approval of the student’s advisor, their department, and the Associate Dean for Undergraduate Programs. The deadline for extension requests is the add deadline for the semester in which the course is required.

Student Information (completed by student)

Name ___________________________ G # ___________________________

Major ___________________________ GMU e-mail: ___________________________

List the courses which you have attempted unsuccessfully two or more times.

________________________________________________________________________

Proposed new deadline (specify semester): __________________________________________

I understand that I may attempt each of the above courses one more time. If I do not complete any of the courses successfully during the next attempt, or if I fail to complete any of these courses by the specified deadline, I understand that I will be terminated from the major.

Student’s Signature: __________________________________ Date: __________________________

Advisor: Please indicate reason for extension: __________________________________________

Faculty Advisor (print) (sign) Department Date

Department Chair/Designee (print) (sign) Department Date
(Note: Advisor and Department Chair Signature are required before submission to the Student Services Office)

Dean’s Signature Date Sharon Caraballo, Associate Dean for Undergraduate Programs
(Dean’s signature indicates final approval)