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.

Students who have already attempted any of these classes two or more times must successfully complete the class during the current semester to avoid termination. Students who have already attempted any of these classes three or more times unsuccessfully, but who have not been notified at least one semester ago of their eligibility for termination, are permitted a final attempt. If it is impossible for a student to enroll for a needed class this semester, the termination decision may be delayed to a future semester on approval of this form. If approved, this form allows a single final attempt for each course listed below, to be completed by the specified semester. This form must be submitted by the last day to add classes.

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 is required before submission to Student Services Office)

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

01/16/2013