



**REQUEST FOR EXTENSION OF MS 611 PROJECT**

**Student Information:**

Last, First Name:	Date:
Student ID No:	
Program: <input type="checkbox"/> MBA <input type="checkbox"/> MSCIS	Requested Course Completion Date:
Telephone:	Email:

**Under certain circumstances, student can request an extension for not more than one quarter to complete their MS 611 project. However, this extension cannot add time to the one-year internship timeframe OR the 36-month maximum program length.**

**MS 611 projects must be submitted for final grading at least two-weeks prior to end of extended quarter. Failure to complete project during one quarter extension period may result in termination of student’s F1 status (if applicable).**

MS 611 project extension will be considered after student has fulfilled the following requirements:

1. Complete MS 611 project tasks #1 - #3.
2. Complete acceptable first project draft.
3. Attach to this form a written justification for extension request.
4. Pay \$300 extension fee.

By signing this form, student is requesting a one-quarter MS 611 project extension and agrees to the above stated terms:

Student name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Office Use Only**

Approved by: Academic Dean	Signature:	Date:
Reviewed by: Foreign Student Advisor	Signature:	Date:
Processed by: Finance Officer	Signature:	Date:
Action taken by: Registrar:	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied, reason: