Recommendation for Extension of Program – Academic Advisor’s Form

Name of Student: _____________________________________   Student ID Number : ___________________________
Major:  ___________________________________________   First Semester of Enrollment: ______________________

Dear Academic Advisor:

The Department of Homeland Security requires a recommendation from the academic advisor for an extension of the student’s degree program. Immigration regulations allow an extension of program for “compelling academic or medical reasons” [8CFR § 214.2 (f)(7)(iii)]. Below you will find several reasons that may apply to this student. Please indicate any or all that apply. If the categories do not fit, use “Other” and specify the circumstances. Please note that “probation” or “suspension” is not considered as adequate reasons to request an extension.

To the best of my ability to determine, the above named student will need an extension to complete his/her degree for the following reason(s):

- [ ] Change of major
- [ ] Documented illness
- [ ] Transferred from another institution resulting in the loss of some credits
- [ ] Required developmental or ESL classes extended the length of the program
- [ ] Unexpected problems (due to no fault of the student)
  Please specify: ___________________________________________________________
- [ ] Other
  Please specify: ___________________________________________________________

New Estimated Date of Graduation (Month and Year): ____________________________________

Name of Academic Advisor: ________________________________________________________________________
Department/Program:  __________________________________________________________________________
Signature:  _________________________________________  Date: ____________________________________
Email: ____________________________________________  Telephone: _________________________________

If you have questions or need further information, please contact: 901-333-4399, internationalstudent@southwest.tn.edu.

Return Forms To:
Southwest Tennessee Community College
Attention: International Student Affairs
[Macon Cove Campus, Farris Building, Room 2040]
P.O. Box 780 • Memphis, TN 38101-0780

For Office Use Only
SEVIS Updated:  [ ] Yes  [ ] No   STEM Field:  [ ] Yes  [ ] No
Date: ________________
Notes: ___________________