

# REQUEST FOR EXTRA-TIME TO COMPLETE THE ENGINEERING SCIENCE MAJOR

A student can use this form to request an additional 1 or 2 semesters to complete their Smith degree. This request is not an application or proposal; as long as basic criteria are met, the request will be approved. Please submit request to the Program Assistant, [egradmin@smith.edu](mailto:egradmin@smith.edu) or Fall Hall room 155.

Name: \_\_\_\_\_ Student Number: \_\_\_\_\_  
 Email address: \_\_\_\_\_ Telephone: \_\_\_\_\_ Major: \_\_\_\_\_

Current Smith Graduating Class Year: \_\_\_\_\_ Proposed Smith Graduating Class Year: \_\_\_\_\_

Student Status (check one):     Current EGR major     Simultaneously declaring EGR major  
(Please submit the departmental advising form, see [Forms](#))

Reason for seeking an extension: (Approval of request does not depend on your reason. Rather, we seek this information to better understand the choices that our students are making.)

Academic plan: Please outline your plan that demonstrates the feasibility of completing the degree within the proposed timeframe. Please differentiate the courses that have already been completed at Smith or via department approved transfer credit or AP/IB/A-levels credit. Plans are not binding or guaranteed.

YEAR	FALL	SPRING
1		
2		
3		
4		
5		

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

I have reviewed the student's academic plan and discussed it with them. I support the academic plan as outlined above.

\_\_\_\_\_  
Academic Advisor

\_\_\_\_\_  
Academic Advisor - Signature

\_\_\_\_\_  
Date

Comments:

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When a request for extra-time to complete the engineering science major is approved by the Engineering Program, the program will provide a copy of the approved request to the student, the student's Class Dean, Academic Advisor, and the College Registrar.

\_\_\_\_\_  
Assistant Director/Director, Picker  
Engineering Program

\_\_\_\_\_  
Assistant Director/Director - Signature

\_\_\_\_\_  
Date

Comments: