



Information Science MPS Third Semester Request Form

INSTRUCTIONS

1. Read the [Third Semester Extension Policy](#).
2. Update your MPS Google Checklist, including your course plans for the third semester.
3. Download, fill out and sign this Third Semester Request Form.
4. Email this signed form to Olivia Howarth, oah23@cornell.edu by the deadline listed below.

After submission, you are required to keep your MPS checklist up to date and pre-enroll for the next upcoming term. The 3rd semester extension is offered one time only and you must be enrolled in consecutive semesters. Students are not allowed to take a Leave of Absence for CPT in between their second and third semester. Students who do not complete the degree when approved for a 3rd semester will be withdrawn from the program. You are responsible for your enrollment to meet the degree requirements in order to graduate.

International students need to contact the [Office of Global Learning](#) to extend your I-20 form so that you do not fall out of immigration status. Along with your letter you will receive an F1/J1 extension form. This form, along with your letter and financial documents, must be submitted to Graduate School Student Service via gradstudserv@cornell.edu. You'll be contacted by the Office of Global Learning via email to extend your I-20. When asked to provide your advisors information in the online form, you should list Olivia Howarth, oah23@cornell.edu, as your advisor.

Deadline

The deadline to apply for a 3rd semester extension is due during your 2nd semester. This request form will need to be submitted BEFORE the spring drop deadline (in March). Please refer to the [University Registrar's Key Academic Dates](#) webpage for an exact date.

STUDENT INFORMATION

Last Name

First Name

Cornell ID Number

Net ID

Semester/Year of Extension

EXTENSION PETITION INFORMATION

I am currently enrolled in the Information Science Master of Professional degree program at Cornell University. I would like to request a **one-semester extension** for my degree program. I am requesting this extension due to one of the following circumstances. (**Select one**)

- Delays caused by lack of availability of **required** courses.
- Delays caused by a documented illness.

Provide information about the circumstances requiring you to extend your program to a third semester. Please note that the Office of Global Learning and the Graduate School will only approve extensions resulting from a compelling academic or medical reason. They do not approve extensions for the sake of employment or for administrative purposes.



Cornell Bowers CIS Information Science

Graduate Program
 Olivia Howarth
 522 Rhodes Hall
 Cornell University
 Ithaca, NY 14853
 Email: oah23@cornell.edu

Proposed Third Semester Course Plan:

Your proposed third semester courses must also be updated in your MPS Google Checklist.

Course Number and Course Title [e.g., INFO 5212: Data Communications]	Area (HSS/IS/E/ Project)	# of Credits

I have reviewed the information located on our website and understand the requirements for requesting a 3rd semester. I also understand that I am responsible for all tuition charges, living expenses, Cornell health insurance charges and any other fees that are associated with being an MPS Student in Information Science at Cornell University.

 Student Signature

____/____/_____
 Date of Signature