Due to Undergraduate Studies (CLA T7-7) by 5 pm on Monday, November 17, 2008

Office of Undergraduate Studies
California State Polytechnic University, Pomona

Request for Extension of Time
To Complete Executive Order 665 Requirements

Name: _____ Bronco ID: _____
First Last

Cal Poly Pomona Email Address: _____

Mail Address: _____

_____

Home Phone: _____ Day Phone: _____

Request for additional time to complete the following courses (check all that apply):

____ MAT 010 ____ MAT 011 ____MAT 012

____ ENG 95 ____ ENG 96 ____ ENG 98 ____ ENG 99

Attach a letter to support your request for an extension of time. The letter should be well-written, typed, signed, and dated. You should discuss the effort that you have made in your preparatory courses, the reason(s) that you will not complete the remedial coursework requirements within four quarters, and why additional time will enable you to complete these requirements. It is important that you provide documentation to support your statements.

The EO 665 Extension of Time appeals Committee shall consider the following factors:

- The progress that you have made toward your degree indicated by the number of general education, major core, and/or support courses completed.
- Your Cal Poly Pomona grade point average. (Students are expected to maintain a GPA of 2.0 or higher.)
- The effort that you have made in your preparatory classes (current and past), documented by Mathematics and English instructors. You may obtain forms for supporting documentation relating to math courses from the Mathematics and Statistics Department.
- The effort that you have made in your preparatory classes (current and past), documented by advisors in programs such as ARCHES, Disabled Student Services, Educational Opportunity Program, and Math Intensive Learning Experience.
- The progress that you have made in your preparatory classes. (Students are expected to improve their performance by at least one letter grade if repeating a course.)
- The serious or compelling circumstances that interfered with your academic progress.

FOR COMPLETE INFORMATION ON EO 665, THE PETITION PROCESS AND WHAT TO DO IF YOU DO NOT COMPLETE YOUR REQUIREMENT, GO TO:
http://www.csupomona.edu/~academic/programs/eo665.html

Allow adequate time for supporting documentation to be completed.

Petition and all supporting documentation must be submitted by the printed deadline.