

Request for Extension of the Deadline for Admission to a Business

Students who have not completed the requirements to declare their major and move into the Advanced Program by the deadlines described in the VCU Bulletin will be asked to seek a major outside of the School of Business.

Students may request an extension of their deadline through their advisor, who will make an appeal on their behalf to the Director of Advising or Associate Dean for Undergraduate Studies in the School of Business. The Director of Advising or Associate Dean may, at his or her discretion, extend the period needed to meet the requirements, generally by only one semester. Students may also be required to meet with the Director of Advising or Associate Dean to make an extension request in person.

If an extension is not granted and the student wishes to appeal the decision, students must contact usib@vcu.edu and state that they wish to appeal their outcome. The appeal will be heard by the School of Undergraduate Programs Committee (SUPC), which may establish a subcommittee for this purpose.

Your request for an extension must include:

- Application page of “Request of Deadline Extension for Admission to a Business Major”
- All pages completed of the MINDSET INVENTORY Worksheet (download from go.vcu.edu/mindsetinventory)
- A signed and dated business letter addressed to your advisor that describes in detail:
 - ✓ Why you missed your deadline. This could include any special circumstances that should be considered such as a death in the family, medical issues, personal situations/ events, academic troubles, etc. Please include documentation that may be key to your appeal such as a letter from a treating physician in the case of illness or treatment, death certificate, etc.
 - ✓ Describe what changes you have made, resources you will utilize, or anything else that will ensure academic success and completion of your requirements. Completion of the MINDSET INVENTORY will help you identify these as well.
 - ✓ What do you need to complete these requirements and when do you plan on doing them? This should include a list of courses either here or a community college and what grades you need to earn in them. This should also include courses you plan to repeat if needed.
 - ✓ What semester & year are you requesting an extension for?

Submit all materials to your advisor by one of the following methods:

- Drop off at the advising office (see below) or during an advising appointment
- By email to your assigned academic advisor- you can find this online through Navigate

University Academic Advising

Hibbs Hall
900 Park Avenue, First Floor
Richmond, VA 23284

Office of Undergraduate Studies

Snead Hall
301 West Main Street, Suite B1100
Richmond, VA 23284

All correspondence regarding appeals and extension requests will be communicated via your VCU email account. Please email your assigned advisor if you have any questions!

Request for Extension of the Deadline for Admission to a Business

NAME _____ V# _____

ADVISOR'S NAME _____

STUDENT'S PHONE _____ VCU EMAIL _____

P I C K	<input type="checkbox"/> I entered VCU as a first-year business foundation student (0-30 transfer credits), OR I changed my major at VCU to Business Foundation in my first-year (0-30 credits). What semester did you become a VCU business foundation student? _____ Your deadline to declare a major is the semester in which you attempt your 60 th credit hour (this includes withdrawals and failed courses). What was your deadline semester? _____
O N E	<input type="checkbox"/> I changed my major at VCU to Business Foundation as a sophomore, junior, or senior (over 30 credits), OR I entered VCU as a transfer student with sophomore standing or above. What semester did you become a VCU business foundation student? _____ Your deadline to declare a major is the earliest semester in which you could have completed all of the course requirements to declare. What was your deadline semester for meeting all requirements? _____

Please check off which requirements you have COMPLETED (passed, transferred or waived) with an **X**. Courses in which you are CURRENTLY taking this semester should be marked with an **IP**.

All students are required to complete these requirements to declare:	UNIV 111 Focused Inquiry I _____ UNIV 112 Focused Inquiry II _____ UNIV 200 Writing Wkshp _____ MATH 200 or BUSN 212 Calculus _____ ACCT 203 Prin. of Acc'ting I _____ ACCT 204 Prin. of Acc'ting II _____ ECON 210 Microeconomics _____ ECON 211 Macroeconomics _____ BUSN 201 Found. of Bus. I _____ BUSN 225 Winning Presentations _____ INFO 160 _____ INFO 161 _____ INFO 162 _____ INFO 16X _____ Are you currently enrolled in any winter or summer courses? YES NO
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I understand that making misleading statements, misrepresenting facts or circumstances, or presenting false documentation in this petition or in the attached materials constitutes a serious violation of the University's Honor Code.

Student's Signature

Date

To be complete by an Academic Advisor: Bulletin year: _____

Attempted credits: _____ Earned credits: _____ Current cumulative GPA: _____

What semester are you requesting an extension for: Fall Spring Summer Year: _____

What type of appeal (circle one): 1st 2nd 3rd Special Agreement

Does this student need overrides if the extension request is approved? YES NO

If yes, what courses & why? _____
