

Request for Maintenance of Matriculation (MAINT-UY 4747) Undergraduate Students

Name: _____ Date: _____

Univ. ID: _____ Major: _____ NetID: _____

Semester Proposed MAINT-UY 4747 enrollment (semester/year): _____

Check if International Student: **Step #1:**

Explain in a letter why you were not able to complete your academic requirements in the time allotted. Attach to this form.

Step #2:

Your adviser's recommendation below is needed for your application to be considered.

Adviser Use Only

After reading the appeal essay and discussing the student's situation with them, check the appropriate box:

 I DO recommend that this student be able to enroll in MAINT-UY 4747.

Reason: _____

 I DO NOT recommend that this student be able to enroll in MAINT-UY 4747.

Reason: _____

Adviser Signature: _____ Department: _____ Date: _____

Step #3:

Submit the fully completed form to the Office of Academic Affairs, LC230. If your request is approved, you will be enrolled in MAINT-UY 4747 for one semester. If the request is denied, notification will be sent via email. **Note:** You must pay the course fees for this enrollment.

For Records & Registration Office Use Only

Office of Academic Affairs LC230: _____ Date: _____

OGS (if International student): _____ Date: _____

Student registered by: _____ Date: _____