



**Only for SP16 ETM Students  
(Students starting at PSU before SU15)**

**Request for Extension to Qualify for a Major  
College of Engineering**

*Deadline for requesting ALL extensions: June 1, 2016*

**For Students:** In exceptional circumstances, students may be granted additional time, beyond their pool semester, to qualify for a major. Students who want to request an extension to qualify for a major **MUST** meet with or contact the appropriate departmental representative listed on the back of this form. Departmental support and a description of the conditions for the support are required. **No extensions are granted for majors under enrollment control. Requests for extensions involving only one missing ETM requirement will be reviewed by the appropriate department. Requests for extensions involving more than one missing ETM requirement will only be reviewed with significant extenuating circumstances.** Please visit [www.engr.psu.edu/AdvisingCenter/ETM/ExtensionToQualify.aspx](http://www.engr.psu.edu/AdvisingCenter/ETM/ExtensionToQualify.aspx) for a more detailed explanation. Students who are granted, but fail to meet the conditions for an extension and students who are not granted an extension must change to a major outside the College of Engineering. Consideration for approval only will be made after the spring grades are available for the pool semester.

Name \_\_\_\_\_ PSU 9-digit ID# \_\_\_\_\_  
(LAST) (FIRST)  
 Address \_\_\_\_\_ Phone \_\_\_\_\_  
 \_\_\_\_\_ PSU E-mail \_\_\_\_\_@psu.edu

**Major** for which extension is requested: \_\_\_\_\_

Missing requirements (check all that apply): ☐ CHEM 110 ☐ MATH 140 ☐ MATH 141 ☐ MATH 250 or 251  
☐ PHYS 211 ☐ PHYS 212 ☐ GPA < 2.00

Semester for which extension is requested: ☐ SU'16 ☐ FA'16

**If summer extension**, where will the course(s) be taken? ☐ Penn State ☐ Another Institution

*Courses taken at another institution during the summer must transfer to Penn State as direct equivalents of the missing requirements and must be recorded on your Penn State transcript by the first day of fall classes at Penn State. General transfer credits may not be used for entrance-to-major courses.*

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

**STUDENT MUST SEND OR TAKE THIS FORM DIRECTLY TO THE APPROPRIATE DEPARTMENT (SEE BACK)**

**For questions, or more information, please call (814) 865-7539 or send an e-mail to [advisor@engr.psu.edu](mailto:advisor@engr.psu.edu).**

**For Department:**

Departmental Support? ☐ Yes ☐ No Extension Semester: ☐ SU'16 ☐ FA'16 ☐ Other: \_\_\_\_\_

If yes, conditions under which department will support admission to major:

<u>Course(s) to be taken</u>	<u>Minimum Grade</u>	<u>Semester to be taken</u>	<u>Minimum Semester GPA</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

And/or Minimum Cumulative GPA \_\_\_\_\_

Department Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Department: Upon completion, please return to Michelle Aungst in 208 Hammond Building.*

**For College:**

Extension Approved: ☐ Yes ☐ No

Assistant Dean Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## College of Engineering Departmental Representatives

Visit [www.engr.psu.edu/AdvisingCenter/ETM/ExtensionToQualify.aspx](http://www.engr.psu.edu/AdvisingCenter/ETM/ExtensionToQualify.aspx) for an explanation.

**Requests for Extensions will only be considered for the College of Engineering majors listed below.**

Major	Contact	Special Notes
Biological Engineering (B E)	Dr. Megan N. Marshall 224 Ag. Engineering Building University Park, PA 16802 (814) 865-3392 MNM11@psu.edu	Extension requests must include an attached paragraph explaining the reason that the entrance-to-major requirements were not completed on time <b>and</b> how Biological Engineering aligns with the student's career interests. <b>Extension requests will only be considered for students who are missing one ETM course requirement, are able to complete the course over the Summer, and have a GPA &gt;2.5.</b>
Electrical Engineering (E E)	Dr. A. David Salvia 114 E E East Building University Park, PA 16802 (814) 865-7227 ADS102@psu.edu	Extension requests must include an attached paragraph explaining the reason that the entrance-to-major requirements were not completed on time <b>and</b> how Electrical Engineering aligns with the student's career interests. Extensions are not automatically granted. <b>Students with a cumulative GPA &lt; 3.00 or whose academic records indicate difficulty in multiple math courses will not be considered for an extension except in extenuating circumstances.</b>
Engineering Science (E SC)	Dr. Lucas J. Passmore 212 Earth & Engr. Sci. Building University Park, PA 16802 (814) 867-5409 LJP149@psu.edu	Extension requests must include an attached paragraph explaining the reason that the entrance-to-major requirements were not completed on time. <b>Students must have a cumulative GPA of 3.00 or higher to be considered for an extension.</b>
General Engineering at DuBois (G E)  with  Applied Materials Option (APMTL)	Dr. Daudi Waryoba 110J DEF Building College Place Dubois, PA 15801 (814) 375-4835 Drw29@psu.edu	Extension requests must include an attached paragraph explaining the reason that the entrance-to-major requirements were not completed on time.
General Engineering at Hazleton (G E)  with  Alt. Energy & Power Generation Option (AE&PG)	Dr. Wieslaw (Wes) Grebski 111 Kostos Building 76 University Drive Hazleton, PA 18202 (570) 450-3087 WVG3@psu.edu	Extension requests must include an attached paragraph explaining the reason that the entrance-to-major requirements were not completed on time.
General Engineering at Abington or Brandywine (G E)  with  Multidisciplinary Eng. Design Option (MDE)	Dr. Kathryn W. Jablow Great Valley School of Graduate Professional Studies 30 East Swedesford Road Malvern, PA 19355 (610) 648-3372 KWL3@psu.edu	Extension requests must include an attached paragraph explaining the reason that the entrance-to-major requirements were not completed on time.

Revised 12/2/2015