



Program Extension Request Process for ORIE MEng Students

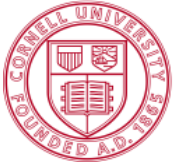
As a Master of Engineering (MEng) student in ORIE, you may extend your graduate program to a third semester of study provided that you follow the extension request process outlined below and submit all necessary documentation prior to the stated deadline. Final approval may be granted or withheld at the discretion of the MEng Program Director, in consultation with your academic advisor.

BEFORE initiating the Extension Request Process:

1. You should be able to *clearly articulate your reasons for requesting a program extension* and should *draft a list of the specific academic learning outcomes that you propose to achieve* during the additional semester of study.
2. You should review the *additional academic requirements and costs* associated with a program extension (see attached), since you will be expected to *accept responsibility for meeting those requirements and costs*.
3. You should not initiate the Extension Request Process until you satisfy the above and are prepared to meet with the MEng Program Director and your academic advisor to devise a Study Plan for the additional semester.

The Extension Request Process should be conducted as follows:

1. You should arrange face-to-face meetings with the ORIE MEng Program Director and your academic advisor to discuss your reasons for requesting an extension and to devise an appropriate Study Plan for your third semester. (Email exchanges are insufficient.) The Study Plan must document the academic learning outcomes that you propose to achieve during the third semester, with specific references to the course(s) that will contribute to achieving these outcomes.
2. You must obtain signatures of approval from the ORIE MEng Program Director and your academic advisor on both the proposed Study Plan and the Extension Request Form.
3. You must complete, sign, and submit the Extension Request Form, along with your Study Plan, to the Graduate Student Services Coordinator, prior to the stated deadline. By signing the Extension Request Form, you acknowledge your understanding of the additional academic requirements and costs associated with an additional semester of study and accept responsibility for meeting them. You also acknowledge that failure to do so may place your MEng graduation in jeopardy as well as (if you are international) your visa status.
4. Upon receiving your completed Extension Request Form, the Graduate Student Services Coordinator will work with the Engineering Registrar's Office to update your expected graduation date, and you will receive a confirmation email when this has been finalized.
5. **International Students:** You must also contact the Office of Global Learning (located in 300 Caldwell Hall; <https://international.globallearning.cornell.edu/>) and complete all of the steps necessary to extend your I-20. **Do not delay!** The I-20 extension process requires you to obtain faculty signatures and includes additional Financial Certification. Once you submit your materials, it will take time for the US government to process them.



Requirements and Costs of Program Extension for ORIE MEng Students

Any ORIE MEng student who extends his or her graduate program to a third semester of study is subject to additional academic requirements and costs, as detailed below. You must accept responsibility for meeting these additional requirements and costs as a condition of having your Extension Request approved.

Academic Requirements for Program Extensions

You must satisfy the following academic requirements during your extended semester of study:

- You must successfully complete a minimum of 12 credit hours of letter-graded or S/U coursework, including 6 or more letter-graded credit hours that can count toward the ORIE MEng degree, and of these 6 letter-graded credit hours, 3 or more must be in approved ORIE courses.
- By the end of the extended semester you must have achieved a total of at least 36 technical credit hours that count toward the ORIE MEng degree, replacing the standard requirement of 30 credit hours. (Note that you may enroll in Cornell College of Business courses during the extended semester; however, the standard requirement that no more than 8 credit hours total of College of Business courses can count towards the ORIE MEng degree remains in place. The limit is 13 credit hours for SSO concentrators.)
- You may enroll in at most one class using the AUDIT grading option.

Not meeting these academic requirements during your extended semester may result in you not graduating from the MEng program and (if you are an international student) may place your visa status in jeopardy.

Costs associated with an Additional Semester of MEng Study

MEng students who request Program Extensions are not eligible for pro-rated tuition and should expect to pay for a full additional semester of study. The following are estimated costs for a semester of MEng study at Cornell during the 2021-2022 academic year. Note that these dollar amounts are subject to change and are likely to increase for subsequent academic years:

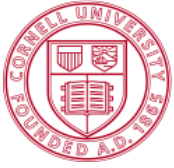
\$ 30,143 – Tuition for one semester of MEng Enrollment

\$ 16,352 – Estimated Cost of Living Expenses (\$2,336 per month) for summer and fall

\$ 1,710 – Student Health Insurance for one semester

\$ 43 – Student Activity Fee for one semester of MEng Enrollment

Total Dollar Amount for Financial Certification = \$48,248



ORIE MEng Program Extension Request Form

INSTRUCTIONS TO STUDENT:

Submit a completed copy of this form, including all required signatures and an updated version of your Study Plan that includes ALL courses taken to date as well as your proposed third semester of study, to the Graduate Student Services Coordinator **NO LATER THAN Friday, April 15, 2022**.

Late forms will not be accepted.

STUDENT INFORMATION AND SIGNATURE

_____ **Cornell ID Number** _____ **Net ID** _____ **Semester/Year of Extension**

_____ **Last Name** _____ **First Name**

By signing this form, I acknowledge that I have reviewed the *Requirements and Costs of Program Extension for ORIE MEng Students*, and I agree to accept responsibility for meeting these additional requirements and costs.

_____ **Student Signature** ____/____/____ **Date of Signature**

FACULTY APPROVAL

_____ **Academic Advisor Signature** ____/____/____ **Date of Signature** Notes:

_____ **MEng Director Signature** ____/____/____ **Date of Signature** Notes:

Please Return Completed Form to 201 Rhodes Hall by April 15, 2022

For Office Use Only:

Study Plan Verified & Updated: _____

Engineering Registrar Notified: _____

Confirmation Received: _____