**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 letter that includes the specific academic learning outcomes that you expect to achieve* during the additional semester. See attached sample. International students: Please note that the Office of Global Learning will not grant an I-20 extension unless there is a *compelling academic reason* for you to extend your graduate program.
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. The Study Plan must map to the academic learning outcomes that you expect to achieve during the third semester, as shown in the sample letter.
2. You must obtain signatures of approval from the ORIE MEng Program Director and your academic advisor on your letter, in addition to signing it yourself.
3. You must complete, sign, and submit the Extension Request Form, along with your signed letter, 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: Once you have submitted your Extension Request Form, you must 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 their 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. Of these 6 letter-graded credit hours, 3 or more must be in approved ORIE courses.
* 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.
* 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. If you are an international student, financial certification will be required as part of the I-20 extension process. The following are estimated costs for a semester of MEng study at Cornell during the 2023-2024 academic year. Note that these dollar amounts are subject to change and are likely to increase for subsequent academic years:

**$ 32,602** – Tuition for one semester of MEng Enrollment

**$** **18,956** – Estimated Cost of Living Expenses ($2,708 per month) for summer and fall

**$ 2,293** – Student Health Insurance for one semester

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

**Total Dollar Amount for Financial Certification = $53,894**

**ORIE MEng Program Extension Request Form**

**INSTRUCTIONS TO STUDENT:**

Submit a completed copy of this form, along with a signed copy of your explanation letter that details your proposed third semester of study, to the Graduate Student Services Coordinator **ABSOLUTELY NO LATER THAN Friday, April 19, 2024**. 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

**Please Return Completed Form to 279 Rhodes Hall by April 19, 2024**

**-------------------------------------------------------------------------------------------------------------------------------------------------------------------------**

**For Office Use Only:**

Notes:

Study Plan Verified & Updated:

Engineering Registrar Notified:

Confirmation Received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[DATE]

**Re: Program Extension Request for [full name, CUID]**

To whom it may concern:

My name is [full name], CUID [CUID], and I am currently enrolled in the ORIE Master of Engineering degree program at Cornell University. I would like to request a **one-semester extension** for my degree program in order to [list **academic** goals for extra semester].

Due to [specify reason for delay, e.g., the sequence and timing of courses, course enrollment restrictions, etc.], I was unable to fulfill these objectives during the first two semesters of my program.

My proposed course plan for the [Fall/Spring YYYY, e.g., Fall 2024] term is listed below, along with my reasons for pursuing these specific courses:

|  |  |
| --- | --- |
| **Learning Objectives** | **Courses** |
| [e.g., Gain practical experience using tools and techniques to build models and simulations in Python, as well as commercial discrete-event simulation languages, such as Simio.] | [e.g., ORIE 5580: Simulation Modeling and Analysis] |
|  |  |
|  |  |

My academic advisor, Professor [advisor full name], and the MEng Director, Professor [director full name], have indicated their approval of this plan via the signature lines below.

Sincerely,

[Student signature]

|  |  |  |  |
| --- | --- | --- | --- |
| Advisor Approval: |  | Date: |  |
| MEng Director Approval: |  | Date: |  |