

APPLICATION AND CONTRACT FOR EXTENSION OF PROVISIONAL YEAR

All provisional students who do not submit regularization documents by the deadline are required to apply for an extension.

First Name:	Last Name:	Name of Witness:
Signature:	DATE OF APPLICATION:	Signature of Witness:

FOR OFFICE USE

REQUIRED REGULARIZATION & EXT. DOCUMENTS		USC PROVISIONAL OFFICER'S' EVALUATION & RECOMMENDATION		
Symbols: S = Satisfactory, U = Unsatisfactory NA = Not Applicable		EVALUATION	RECOMMENDATION	
1.	Signed Provisional Admission Contract	[] S [] U [] NA	[] Please regularize	
2.	Proof of Learning Center Registration	[] S [] U [] NA	[] Extend Provisional Year until:	
3.	IUTUS Transcript with 6 –credit CXC replacement	[] S [] U [] NA	[] Administrative Withdrawal	
4.	Dean- approved replacement course for No. for 3 above	[] S [] U [] NA	[] Re-apply when contractual conditions met	
5.	IUTUS transcript showing max. 12 credits each semester	[] S [] U [] NA	COMMENTS:	
6.	USC Learning Center Progress Report #1	[] S [] U [] NA		
7.	USC Learning Center Progress Report #2	[] S [] U [] NA		
8.	Fees Receipt & Progress/Grade Report for CXC Tuition	[] S [] U [] NA		
9.	Fees Receipt for Registration to write CXC Exam	[] S [] U [] NA		
10.	Original CXC Certificates for passes & 2 certified copies	[] S [] U [] NA		
11.	Official USC transcript issued directly from Records	[] S [] U [] NA		
12.	Written reason for non-compliance/document delay	[] S [] U [] NA		Signature:
13.	Signed application for Extending Provisional Year	[] S [] U [] NA		Date:

RECOMMENDATION FROM THE FACULTY DEAN FOR THE STUDENT'S MAJOR

DEAN'S OR AUTHORIZED DESIGNEE'S RECOMMENDATIONS				DEAN'S COMMENTS/BASIS FOR DECISION	
<input type="checkbox"/> Take 6 extra credits from dean's recommendations, and submit petition to substitute				<input type="checkbox"/> Courses comparable to CXC requirements and are	
<input type="checkbox"/> Provisional conditions satisfied, please regularize				satisfactory alternatives to the lacking CXC pass.	
<input type="checkbox"/> Provisional conditions not met please extend provisional year				<input type="checkbox"/> Other: Please state.	
<input type="checkbox"/> Unable to satisfy conditions. Drop on IUTUS, submit forms for dean's signature					
<input type="checkbox"/> Student has option of re-applying when regularization conditions have been met.					
<input type="checkbox"/> The student <input type="checkbox"/> has <input type="checkbox"/> has not yet taken the recommended substitutes					
DEAN'S RECOMMENDATION FOR COURSE/S TO REPLACE CXC/GCE/HIGH SCHOOL LACKING PASSES					
Course Number		Course Title		Credits	Term for Which Scheduled
					Semester Offered <input type="checkbox"/> 1 st <input type="checkbox"/> 2 nd <input type="checkbox"/> Summer
					Semester Offered <input type="checkbox"/> 1 st <input type="checkbox"/> 2 nd <input type="checkbox"/> Summer
					Semester Offered <input type="checkbox"/> 1 st <input type="checkbox"/> 2 nd <input type="checkbox"/> Summer
Student must earn minimum grade: <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C in the recommended courses. Dean's Signature:					
ADMISSIONS AND RECORDS RECOMMENDATIONS					
OFFICER:	APPROVE	DENY	HOLD	SIGNATURE	DATE
ASSOCIATE REGISTRAR:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
DEAN, ADMISSIONS & RECORDS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Please retain one copy of this contract for personal use. Your status will not change until the required documentation is submitted and evaluated. This copy will be your sole reminder. Please secure it where you can retrieve it easily.