

Center for Access and Transition  
Program Extension Request



Students who have not transitioned after three full-time quarters (or the equivalent) in the CAT program may appeal for an extension to their Learning Agreement. Students who do not transition or submit an appeal will be suspended from the university for one year.

An extension of *one additional quarter* may be applied for by submitting the following:

1. This cover sheet completed by the student and co-signed by a CAT Advisor.
2. A typed letter, written and signed by the student, addressing each of the following:
  - The student's remaining transition requirements, including courses, requisite GPAs, and other conditions, actions, etc.
    - The student should identify the academic and non-academic reasons (when applicable) he/she was unable to complete the CAT program in the quarters provided. *Any supporting documents, such as medical records, accident reports, subpoenas, etc., should be copied and attached to the letter.*
  - The student's specific plan for completing the remaining requirements and achieving a successful transition.
    - The student should indicate what he/she will do differently to avoid previous pitfalls.
3. A letter of support from a CAT Advisor.
4. (Optional) A letter of support from a CAT faculty member.

Appeals should be submitted to your CAT Advisor by:  
2:00 p.m. Thursday, December 17, 2009 for review for winter quarter

All materials should be attached and clearly identifiable.

Appeals will be reviewed by the Academic Progress Review Committee and students will be notified by email (via their UC email account) of the outcome before the quarter appealed for begins.

*Students may apply for an extension of the learning agreement one time only. Application does not guarantee an approval for extension.*

Student Name: \_\_\_\_\_ UCID: \_\_\_\_\_

Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_