

# ONE SEMESTER EXTENSION POLICY

## Student Leadership Institute

Student Leadership Institute participants have two consecutive semesters to complete one track. Participants may request to extend their participation in a certificate track **one additional semester** after they have participated in that particular track for two semesters. Students who leave the SLI program the semester after they begin a certificate track must also request an extension if they plan on coming back to the program and completing their track.

### PROCEDURE

- 1.) Participants who wish to file an extension must complete and submit a One Semester Extension Request Form.
- 2.) After reviewing the application and hearing the applicant's reasons for the one semester extension request, the committee will decide whether or not to approve the request.
- 3.) The applicants will be notified of the committee's decision via email or phone no later than one month after the application has been reviewed.
- 4.) Any requests received after the last day of workshops will be reviewed the upcoming semester and notification will be given at that time.

Applicants whose one semester extension request is not approved will be provided with the reasons for the committee's decision. Participants who wish to request an extension for an additional semester beyond three semesters must follow the same procedure described above and must be able to explain their request.

### DEADLINE

The Substitution Request Form must be submitted to SLICC in the Titan Student Union, room 235 by 5:00 pm on the last day of workshops. Any requests submitted after the end of workshops will be reviewed the upcoming semester.

Student Leadership Institute  
Dean of Students Office, TSU room 235  
California State University, Fullerton  
P.O. Box 6830, Fullerton, CA 92834  
(714) 278-5999  
[www.fullerton.edu/deanofstudents/sli](http://www.fullerton.edu/deanofstudents/sli)  
[slinstitute@fullerton.edu](mailto:slinstitute@fullerton.edu)

# Student Leadership Institute One Semester Extension Petition Form

Date: \_\_\_\_\_ Campus-Wide ID: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Street Address \_\_\_\_\_ CA \_\_\_\_\_ - \_\_\_\_\_

Email: \_\_\_\_\_ @ \_\_\_\_\_

Phone Number: \_\_\_\_\_

Year in School: \_\_\_\_\_ Anticipated Graduation Date: \_\_\_\_\_

Please check the certificate(s) that you are currently working toward:

- Career Leadership
- E.M.B.R.A.C.E.
- Emerging Leaders
- Leadership Through Social Justice Activism
- Organizational Leadership
- Peer Tutoring
- Public Service & Nonprofit Organization Leadership

What semester did you apply for the track you are currently working towards?

\_\_\_\_\_  
Semester/Year

Please explain why you are requesting an extension. (Attach additional paper if needed)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## FOR SLICC USE ONLY

Date Received: \_\_\_\_\_ Date Reviewed: \_\_\_\_\_

Committee Decision: \_\_ Approved \_\_ Not Approved

Date Application was notified: \_\_\_\_\_

Committee Comments: \_\_\_\_\_