



## INSTRUCTIONS FOR COMPLETING THE INDIVIDUALIZED STUDIES EXTENSION FORM

\*\*Please note that you can enter your information directly into the form and save as a document to email the request.

**ALL EXTENSION APPLICATIONS MUST BE RECEIVED BY THE UNIVERSITY ON OR BEFORE THE ORIGINAL COMPLETION DATE!!!**

You may apply for a maximum of **TWO** 30-day extensions.

### **Specific Instructions:**

1. **Name and ID#** - Provide your full name and ID # as it appears in your MSU records.
2. **Date** – Enter the date you are applying for an extension. Otherwise, the date the email is received will be used as the date you completed the form.
3. **Applying for** – Mark whether you are applying for the 1<sup>st</sup> or 2<sup>nd</sup> 30-day extension by clicking in the appropriate box.
4. **Course Information** – All of the required information can be found in your syllabus.
  - Dept. Prefix/Course # - The abbreviated name and number of the course such as MATH 102.
  - Instructor – First and last name of your instructor.
  - Original Completion Date – Enter the original completion date which can be found on your course registration form. Do not enter a date if you are unable to locate your original completion date.
5. **Method of Payment** – Click in the appropriate box to indicate your method of payment. There is a \$50 fee per extension in each course. Therefore, if you request extensions in 3 courses the fee would be \$150.
  - **Cash** – Payments made with cash must be presented to the Student Accounts Office in person.
  - **Check or Money Order** – Payments must be mailed along with a copy of the completed form to: MSU – ATTN: Student Accounts, PO Box 9003, Beckley, WV 25802. Be sure to save and submit your form via email to initiate the process while the payment is in route.
  - **Credit or Debit Card** – Provide the 16-digit number, expiration date and the name as it appears on the card. Provide your current phone number.



If credit or debit card information is entered, please be aware that once the Student Accounts office has processed your payment, the card information will be removed to ensure security of your personal information.

6. **Phone Number** - Make sure to include a phone number to reach you in case there is a question or problem with processing your payment.
7. **Save** the completed form as a new pdf file that includes your name.  
Example: jane doe – IS extension request.pdf or IS extension request – jane doe.pdf.

### **Submitting the Request**

**Subject Line** – Use the words **IS EXTENSION** in the subject line of your email.

**Email Recipient** - You will need to submit your form as an email attachment to the person designated below according to the first letter of your last name.

Last name begins with **A – I**: [smoore@mountainstate.edu](mailto:smoore@mountainstate.edu) Sherretta Moore, 304-929-1488

Last name begins with **J – R**: [bgadsby@mountainstate.edu](mailto:bgadsby@mountainstate.edu) Beth Gadsby, 304-929-1442

Last name begins with **S – Z**: [dfitzwater@mountainstate.edu](mailto:dfitzwater@mountainstate.edu) Dusty Fitzwater, 304-929-1679

Please allow **3-5 business days** to process your extension.

**WE ENCOURAGE YOU TO SUBMIT ALL EXTENSION REQUESTS A MINIMUM OF ONE WEEK PRIOR TO YOUR COMPLETION DATE TO ALLOW ADEQUATE TIME FOR PROCESSING.**