**FORMAT FOR PRESENTATION**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **S/N** | **NAME** | **MATRIC NO.** | **DEPT.** | **MODE OF ENTRY** | **LEVEL** | **LAST SGPA/CGPA** | **ACADEMIC STATUS** | **TUO** | **REASON** | **REMARK** |
|  |  |  |  |  |  |  |  |  |  |  |
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**Key:**

MODE OF ENTRY: UTME/DE

CGPA: Cumulative Grade Point Average

SGPA: Semester Grade Point Average

ACADEMIC STANDING: GSD, PBN or WRN

TUO: Total Units outstanding

NAME: Include full name of student

REMARK: To be left for BCOS comment

**EXTENSION OF STUDENTSHIP**

**GUIDELINES**

Premier automatically suspends the online profile/account of any student whose studentship expires.

* Every student is entitled to two additional sessions to complete his or her programme.

This means that:

1. Three year programme, 2 extra sessions - 5 sessions.
2. Four year programme, 2 extra sessions - 6 sessions.
3. Five year programme, 2 extra sessions - 7 sessions.

**PROCEDURE**

* At the expiration of the studentship, the student is to apply for extension of studentship through the Course adviser and Head of Department to the Director Academic Affairs.
* The Faculty Officer is to process the request using the approved format
* Director Academic Affairs submits for BCOS consideration to Senate
* Senate decision is conveyed to the student and the student’s online profile is updated.