**Break in Study and/or ESLR Deadline Extension Request Form**

*Please return the completed form to SLaLS, 215 Paterson Hall, Carleton University, or as a scanned email attachment from your MyCarleton/Connect account to credit_esla@carleton.ca.*

Students are expected to satisfy the ESLR in one calendar year. In exceptional circumstances an extension (maximum of one or two terms) beyond this one calendar year may be granted by the School of Linguistics and Language Studies (SLaLS). A student’s registration, attendance and/or progress in their required ESLA courses are considered.

<table>
<thead>
<tr>
<th>Full Name:</th>
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<tbody>
<tr>
<td>Student Number:</td>
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<tr>
<td>Current ESLA Class:</td>
<td></td>
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<tr>
<td>ESLR Deadline:</td>
<td>Deadline (date):</td>
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<tr>
<td>(from DISPLAY HOLDS on Carleton Central)</td>
<td>Reason Comment:</td>
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Student Signature: __________________________ Date: __________________

I. **BREAK in STUDY Notification**

Please note: Students who take a break in study of 3 or more terms, before returning to studies, will be required to take another SLaLS-approved English language proficiency test and will need to register according to their new results. If their ESLR deadline has passed and they are NOT granted an ESLR extension, they will need to satisfy the ESLR before they can return to their studies. See section II (ESLR Deadline).

Please check one or more of the following and indicate the year:

- I DO NOT plan to study during the:
  - Summer Term _______ (year)
  - Fall Term _______ (year)
  - Winter Term _______ (year)

With this Break in Study, I will still have enough time to satisfy the ESLR by my existing deadline?

- Yes ☐  No ☐ If no, complete an ESLR Deadline Extension request (see section II)

For example, if I RETURN from my break at the:
- ESLA 1300 level, I will need a minimum of 3 terms to satisfy the ESLR;
- ESLA 1500 level, I will need a minimum of 2 terms to satisfy the ESLR;
- ESLA 1900 level, I will need a minimum of 1 term to satisfy the ESLR;
- If I am unsuccessful at any level of ESLA, it will take even longer to satisfy the ESLR.

II. **ESLR DEADLINE EXTENSION Request**  Yes ☐  No ☐

Yes, I am requesting an ESLR Deadline extension. My ESLR deadline will be: at the end of this term ☐; has already passed ☐; or will occur during or because of a break in studies ☐.

Please note: ESLR Extension decisions will be emailed to students’ MyCarleton/Connect email account.

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Students are responsible for making changes to their own registration either through Carleton Central and/or the Registrar’s Office (300 Tory).