



INSTRUCTIONS

- Requests should be sent by the department to the Office of Academic and Student Affairs (OASA), 6 Washington Square North, 2nd floor.
- Incomplete requests will be returned to the department.
- The department is responsible for notifying students of the outcome of the request.
- For more detailed information, please refer to the GSAS Policies and Procedures Manual Section 4.6 <http://gsas.nyu.edu/page/grad.pp.manual.html>

GSAS Department of Student:

*(If student not in GSAS Program, list department making request)*

Student Name:

Student UID:  Semester of Registration:

Course Number:

Course Title:

Extension Requested until: Date: \_\_\_\_/\_\_\_\_/ 20\_\_\_\_

*(Not to exceed two years from the beginning of the semester in which the course was taken)*

Name of Instructor:

Instructor's Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/ 20\_\_\_\_

Name of Advisor:

Advisor's Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/ 20\_\_\_\_

Comments

For OASA use only.

Approved  Denied

OASA Signature: \_\_\_\_\_

Date Received:

Date: \_\_\_\_\_