



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.
- NR grade cannot be extended until it is changed to an incomplete grade.
- For more detailed information, please refer to the GSAS Policies and Procedures Manual Section 5.6

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: _____