

**NYU****TANDON SCHOOL  
OF ENGINEERING**

Office of Academic Affairs

## Extension of Time Limit to Complete Degree Appeal Form

Fill out this form completely and follow the steps below.

Student Name \_\_\_\_\_ Today's Date \_\_\_\_\_

School ID \_\_\_\_\_ Major \_\_\_\_\_ Net ID \_\_\_\_\_

First Semester of Attendance \_\_\_\_\_

Proposed Date of Completion of Degree \_\_\_\_\_

**Step #1:** Write an appeal essay explaining why you were unable to complete your degree within the eight year time limit. Explain any situations that caused you to not be able to attend school. Attach to this form.

**Step #2:** You must get the approval of your academic adviser for the extension to be considered.

**To Adviser:** After reading the appeal essay and meeting with the student, please check one of the following two boxes.

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I recommend that this student's extension of time limit be reconsidered.

Reason \_\_\_\_\_

If you recommend an extension, determine a course of study for the student that would ensure degree completion. List the specific courses and semesters that those courses will be taken below:

Semester: \_\_\_\_\_

Semester: \_\_\_\_\_

Semester: \_\_\_\_\_

Courses to be taken:

Courses to be taken:

Courses to be taken:

1. \_\_\_\_\_

1. \_\_\_\_\_

1. \_\_\_\_\_

2. \_\_\_\_\_

2. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

3. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

4. \_\_\_\_\_

4. \_\_\_\_\_

☐

I do **not** recommend that this student's extension of time limit be reconsidered

Reason \_\_\_\_\_

Adviser Name (print) \_\_\_\_\_ Dept \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Step #3:** Final Approval of Extension by the Office of Academic Affairs

Representative's Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_