Extension of Time to Complete an Incomplete Grade

An incomplete grade must be made up within the calendar year immediately following the end of the term in which it was assigned (or as indicated by the instructor of the course). If it is necessary to extend this time limit, the student must obtain the consent of the instructor. Additional information about incomplete grading, can be found in the Coyote Graduate Student Guidebook, located on our Policies and Procedures page.

<u>Instructions:</u>

1. Fill out the Extension of Time to Complete an Incomplete Grade form and send it to your instructor for approval.
2. Once your instructor approves (signs) the request, send the form to your graduate coordinator for review and approval signature.
3. Send the completed form to gradstud@csusb.edu.
4. Within 7 business days, your request will be reviewed by Graduate Studies, and you will receive an email from AdobeSign. Click on the link in the email and download the form for your records.
5. The form will be sent to the Office of the Registrar for final processing.

Academic Affairs
Office of Graduate Studies

Extension of Time to Complete an Incomplete Grade

Name (First & Last):

Coyote ID:

Email:

Phone:

Course Number: Course Title:

Incomplete Received (Term & Year):   Extended to: (Term & Year):

Instructor Signature

Student Signature   Program Coordinator Signature

Graduate Studies Certification

☐ Approve   ☐ Deny

_____   _____
Associate Dean of Graduate Studies Signature   Date