Extension of Time to Remove and Incomplete Form Instructions

- 1. Click on the link to complete the form.
- 2. You will be prompted to sign in. Enter your CSUSB e-mail address, then select continue.

Sign in

Email address	
New user? Create an account	

3. The screen will populate with the routing for the form. Enter the email address of the instructor for the course you are requesting an extension in, then select Send to proceed to the form.

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4. Complete the form, sign it, and send it.

California State University, San Bernardino

UNDERGRADUATE STUDENTS ONLY

Petition to Waive University Regulations Extension of Time to Remove an Incomplete Advising & Academic Services - Undergraduate Studies University Hall, Room 380 • (909) 537-5034 • csusb.edu/advising				
Name				
* Address				
City/State	Zip Code	Coyote ID		
* Major	Coyote E-mail			
A supporting letter from the Department Chair or a course syllabus is optional.				
Course:	*	Year:		
ONE YEAR MUST HAVE ELAPSED SINCE COURSE WAS ORIGINALLY TAKEN. An Incomplete Extension LESS THAN ONE YEAR only requires a memo from the instructor to the Office of the Registrar. Date of extension must give instructor time to submit grade change form.				
Extended Until:	Term:	Year:		
(Specify Actual Date i.e. 05/05/20	9			
Instructor Name	Department	Instructor Signature		
		Date		
Student's Reason for the above request: ★				
Student Signature	Date			

5. You will receive an e-mail confirmation that the request was successfully submitted. Once the request has been signed by all parties, you will receive another email with a copy of the completed form.