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.

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.
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 386 • (909) 537-5034 • csusb.edu/advising

Name *

Address *

City/State * Zip Code * Coyote ID *

Major * Coyote Email *

A supporting letter from the Department Chair or a course syllabus is optional.

Course: * Term: * 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)

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.