

## 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

New user? [Create an account](#)

Email address



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.

### AAS - Extension of Time to Remove an Incomplete

How this workflow works?

Enter your instructor's Email address (for the course you would like an extension in) in the "instructor" field, then scroll down to the bottom of the page and select "Send" to complete this form. If you need to attach supporting documentation, there will be a link to allow you to do so on the form by [more](#)

**Recipients**

Student Submitting \*

Myself Email

Instructor \*

Enter recipient email Email

Director \*

emendoza@csusb.edu Email

CC | Hide

Cc

jbrooks@csusb.edu

**Document Name \***

AAS - Extension of Time to Remove an Incomplete

**Options**

Set Reminder

**Message \***

Please sign the attached Extension of Time to Remove an Incomplete petition.

**Files**

AAS - Extension of Time to Remove an Incomplete AAS - Extension of Time to Remove an Incomplete



