

### Request for Extension of Time to Remove an Incomplete

University regulations require an incomplete to be fulfilled within one calendar year following the end of the term in which it was assigned, whether or not the student maintains continuous enrollment. An extension of time is not ordinarily granted; however, students requesting an extension should document their reasons using this form. Please indicate the additional time needed. Note: The maximum allowable extension is one year. **Submit this form to the Office of Admissions and Records PRIOR to the end of the calendar year which follows the original assignment of the incomplete.**

Name \_\_\_\_\_ CSUN ID

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Anticipated Graduation Date \_\_\_\_\_

Course assigned an incomplete \_\_\_\_\_ Term and Year \_\_\_\_\_

**I am requesting an extension of time to fulfill an incomplete for the following reason(s):**

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

**Instructor's Recommendation**

- Approve. If approved, extend:  One (1) semester  Two (2) semesters  
 Deny

\_\_\_\_\_  
Instructor's Signature

\_\_\_\_\_  
Date

**Associate Dean's Approval** (required of undergraduate students when an incomplete has been charged (grade of "IC"))

\_\_\_\_\_  
Associate Dean's Signature

\_\_\_\_\_  
Date