



**INFORMATION**

**Before completing this form, please thoroughly read your College's policy relating to the issuance of an Incomplete.**

A grade of "I" (Incomplete) may be issued on the transcript in cases where not all assignments or exams for the course are completed by the end of the course due to extenuating circumstances. Grades of Incomplete are at the discretion of the instructor and/or Course Director of each course.

The course instructor may approve and submit a grade of "I" for the course by the grade submission term deadline. The "I" is transmitted to the Registrar and "I" is noted on the transcript for the corresponding course. Removal of the "I" grade from the transcript is contingent upon the completion of missed assignments and exams within the extension period indicated in the College's grading policy.

Failure to complete the course within the extension period may result in automatic conversion of "I" to the calculated grade for the course or an "F" in some instances. Please refer to your College's policy relating to the resolution of an Incomplete.

A completed Grade Change form (available at online <http://www.cnsu.edu/about/registrar/registrar-services>) must be submitted to the Office of the Registrar to replace the "I" grade with the final grade.

**SECTION A: To be completed by the student**

Name \_\_\_\_\_  
Last First Middle

Student ID#: \_\_\_\_\_ College (check one):  COP  COM  CHS Exp. Completion/Class of: \_\_\_\_\_

Date Requested: \_\_\_\_\_ Term (check one):  Summer  Fall  Spring Year: \_\_\_\_\_

Course # (e.g. PHAR123, COLL321): \_\_\_\_\_ Course Title: \_\_\_\_\_

Justification for Request (must be supplied): \_\_\_\_\_  
\_\_\_\_\_

**SECTION B: To be completed by the instructor**

Instructor's Name: \_\_\_\_\_ Date Received: \_\_\_\_\_

Required coursework to be completed:

Date coursework must be completed:

Deadline for grade submission:

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Submit original to Registrar and retain copies for student and instructor. Please note that a Grade Change form submitted to the Registrar by the submission deadline listed above is required to replace the Incomplete.**

OFFICE OF THE REGISTRAR USE ONLY

Date Received: \_\_\_\_\_ Date Processed: \_\_\_\_\_

A grade of \_\_\_\_\_ has been posted on the academic record for the above named student.

Updated 06/16 OR