Student's Section
Please complete this section and turn in to your instructor.

Student's Name _____ Student ID _____
<p style="text-align:center">Last   First   Middle</p>

I am requesting that I be give an incomplete grade in the following course:

Department _____ **Course #** _____ **Section** _____

Semester: ☐ **Fall**   ☐ **Winter**   ☐ **Spring** ☐ **Sum 1**   ☐ **Sum 2**   ☐ **Sum 3** **Year:** _____

The following policy applies to an incomplete at Carroll University:

> A report of incomplete means that the student has been unable to complete the required work for a valid reason; it is not given for neglected work. In order to receive an incomplete, the student must initiate the request by submitting a properly completed form (available online and from the Registrar's office) to the instructor. If the instructor agrees to the request, the completed form is signed by the student; the instructor forwards the recommendation to the department chair. If the department chair approves the request, the form is signed and returned to the instructor, who will submit it to the Registrar. Upon receiving the form with all relevant information and appropriate signatures, the registrar will post the incomplete grade to the student's transcript. An incomplete must be removed by the end of the eighth week of the next semester or it automatically becomes a failure. (An extension of no more than one year may be granted only with written consent from the instructor and written approval of the department chair.)

Reason(s) for the incomplete:

Date_____   **Student's Signature** _____

Instructor's Section
Once you have completed this portion please obtain department chair's signature and return to the Registrar's Office. The instructor may determine due date of incomplete. This date must be prior to the end of the 8th week of the next semester or the incomplete will automatically become a failure.

Date student must turn in all completed work to instructor: _____

Requirements and special conditions to be met in removing the incomplete:

Date_____ **Department Chair's Signature**_____

Date_____ **Instructor's Signature**_____
Instructors must submit a grade within 72 hours of the due date

All incompletes will be assigned by the Registrar's Office once all paperwork is properly turned in.

<div style="border:1px solid #000; padding:8px;">

<p style="text-align:center">Incomplete Extensions
Extensions must be requested prior to date student must turn in all work.</p>

☐   Request for EXTENSION of incomplete until _____
<p style="text-align:center">Date</p>

Instructor Approval:_____   _____
<p style="text-align:center">Signature   Date</p>

Department Chair Approval:_____   _____
<p style="text-align:center">Signature   Date</p>

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