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

Student's Name _____________________________________________________ Student ID ______________________

Last    First               Middle

I am requesting that I be given 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.

Incomplete Extensions
Extensions must be requested prior to date student must turn in all work.

□ Request for EXTENSION of incomplete until ___________________________ Date

Instructor Approval: ___________________________ Signature ___________________________ Date

Department Chair Approval: ___________________________ Signature ___________________________ Date