



## Undergraduate Request for a Mark of Incomplete

RRGDES

Loyola University Chicago, Registration and Records  
820 N. Michigan Ave., Ste. 504, Chicago, Illinois 60611  
(ph) 312-915-7221 ~ (fax) 312-915-6452  
[www.luc.edu/regrec](http://www.luc.edu/regrec)

**Student:** Submit this form to your instructor to request an extension to the due date on which the work for your course is to be completed. Approval of this request is at the discretion of the instructor. Course work that is incomplete must be finished and submitted within 6 weeks of the start of the following term (6 weeks in to the Fall term for Spring and Summer term work and 6 weeks in to the Spring term for Fall and J-Term work). Your instructor may, at his or her discretion, set an earlier date. **Failure to complete required course work within the allotted time will result in a grade of "F."** Please note: *Students who are on Academic Probation may not request a temporary mark of Incomplete in any course for the term in which they are on Academic Probation.*

Refer to your LOCUS Student Center page to correctly complete this form.

Student's Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

LUC Student ID #: \_\_\_\_\_ Student's LUC e-mail: \_\_\_\_\_

Program (School): \_\_\_\_\_

Term:  Fall  J-Term  Spring  Summer YEAR taken (or 4-numeral term code): \_\_\_\_\_

Course Title: \_\_\_\_\_

Subject	Course Number	Section Number	Term Hours

Example: ACCT 201 002 3

Name of Instructor: \_\_\_\_\_

### Reason for Request:

Incapacitating accident or illness too close to the end of term to complete final assignments on assigned date(s):  
Identify nature of incapacitation, date:

Death of a family member or close friend and funeral coinciding with final exam or assignment deadline:  
Identify relationship, date and location of funeral:

Fire, flood, ice, or other natural disaster damaging residence or study-materials so close to end of term as to prevent completion of final assignments or exam on assigned date(s): Identify nature of disaster, date:

Other comparable emergency: Identify, date:

**Student: Complete this form and e-mail it as an attachment to your instructor to complete the second page. Upon the instructor's approval, sign the printed form and make a copy for your records.**

Student's Name: \_\_\_\_\_ LUC Student ID #: \_\_\_\_\_

**Instructor:** Complete the section below, including a description of the remaining work and deadline for each assignment and/or exam. After you and the student have signed this agreement, make copies: one for the student, one for you as the instructor, one for you to submit to the student's academic dean's office, and e-mail a copy to [incomplete@luc.edu](mailto:incomplete@luc.edu). Course work that is incomplete must be finished and submitted within 6 weeks of the start of the following term (6 weeks in to the Fall term for Spring and Summer term work and 6 weeks in to the Spring term for Fall and J-Term work). Instructors may set earlier deadlines as appropriate to the assignment. View Academic Calendars at [www.luc.edu/academics/schedules](http://www.luc.edu/academics/schedules).

**Work needing to be completed (list):**

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Completed work must be submitted by (dates):**

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**If an extension is approved and a mark of "T" is to be awarded, the instructor must use LOCUS to enter the temporary "T" grade as one would enter any other quality grade.**

\_\_\_\_\_  
Student's signature

*Affirming validity of all representations and signifying agreement to all conditions*

\_\_\_\_\_  
Date

\_\_\_\_\_  
Instructor's signature

*Signifying acceptance of request and all conditions, and undertaking to file final grade in timely fashion following receipt of all completed work*

\_\_\_\_\_  
Date

Instructor's Comments:

**Instructor: Complete this form and print; you and the student must each sign the form. Make copies:**

- Student retains one copy.
- Instructor retains one copy.
- Instructor submits copy to the student's academic dean's office for reference at approval of final grade-change when it is submitted via LOCUS.
- Instructor submits copy to the Office of Registration and Records, [incomplete@luc.edu](mailto:incomplete@luc.edu), for indexing in to DocFinity.

Alternatively, you may scan and e-mail the document to the student, the student's academic dean's office, and [incomplete@luc.edu](mailto:incomplete@luc.edu).

*FERPA Notice: The information contained in this form comprises a part of the student's educational record and is not to be shared with anyone who does not have a legitimate educational interest in the student's record. This form should be retained and then destroyed one year after the final grade is submitted.*