



INSTITUTE *of* PASTORAL STUDIES

Incomplete Grade Request

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 by the last day of the semester following the term in which the I grade was assigned. Students on probation are not authorized to take an incomplete.

For purposes of incomplete grades, the various Loyola University summer sessions are counted together as one semester. In other words, an Incomplete from the spring semester would need to be completed by the end of the summer semester. An Incomplete from the summer semester would need to be completed by the end of the fall semester. An Incomplete from the fall semester would need to be completed by the end of the spring semester.

To view the complete incomplete policy, visit: <http://luc.edu/ips/resources/procedures/>.

Failure to complete required course work within the allotted time will result in a grade of "F."

Student's Name: _____ Today's Date: _____

LUC Student ID #: _____ Student's LUC e-mail: _____

Program: _____

Term: Fall Spring Summer YEAR taken: _____

Course Title: _____

| Subject | Course Number | Section Number | Term Hours |
|---------|---------------|----------------|------------|
| | | | |

Example: IPS 402 002 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):
Documentation may be requested.

 Death of a family member or close friend and funeral too close to the end of term to complete final assignments on assigned date(s):
Identify relationship, date and location of funeral:

 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 form (electronic signatures are fine) and return to the instructor.

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, please email one copy to the student and one copy to the Associate Dean. Course work that is incomplete must be finished and submitted by the last day of the semester following the term in which the I grade was assigned. Instructors may set earlier deadlines as appropriate to the assignment. View Academic Calendars at 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 "I" is to be awarded, the instructor must use LOCUS to enter the temporary "I" grade as one would enter any other quality grade.

Student's signature

Date

Instructor's signature

Date

Instructor's Comments:

Instructor: Complete this form, sign, and return to the student; you and the student must each sign the form. Electronic signatures preferred. Retain a copy for yourself and submit one to the Associate Dean.

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.

Last Modified: Sept 10, 2019