



**GRADUATE STUDENT REQUEST FOR
 AN INCOMPLETE**
 LOYOLA UNIVERSITY SCHOOL OF EDUCATION
 820 N. MICHIGAN AVENUE
 11TH FLOOR
 CHICAGO, ILLINOIS 60611

Student. Submit this form to request an incomplete grade for a course that you are currently enrolled in. This form is submitted to your instructor for consideration and possible approval.

Students enrolled in courses offered by the School of Education are to complete all coursework by the end of the term in which the course is offered.. However, if a student and the instructor make arrangements in advance, a student may receive a grade of I (Incomplete) at the end of the term. The student is to complete the outstanding work and submit it to the instructor according to a schedule approved by the instructor.

For Incompletes assigned in Fall 2014 and later, the student must complete and submit all outstanding work to the instructor by the last day of the semester following the term in which the I grade was assigned (For purposes of incomplete grades, the summer sessions are counted together as one term). If the student does not turn in the work by the deadline, the Incomplete grade will automatically become an F. The instructor will not approve a change of grade if the student does not complete and submit the work to the instructor within one term of the assignment of an incomplete grade.

Student's Name _____ Date _____

LUC Student ID # _____ Students email address: _____@luc.edu

Program _____

Degree sought _____

Term: Fall Spring Summer _____ Year Taken:

Subject	Course Number	Section Number	Term Hours	Final Assignments Due

Name of Instructor _____

Reason for Request _____

Outstanding work and timeline/benchmarks for completion:

Instructor. If an extension is approved and a mark of "I" is awarded **please use LOCUS** to enter the grade as you would a final grade. Retain this form for your records.

FERPA notice: This information contained in this form comprises a part of the student's education 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.

Student Signature _____ Date _____

Instructor approval (instructor signature) _____ Date _____

Program Chair/Director signature _____ Date _____