

Incomplete Grade Request Form

Student: Submit this form to your instructor to request an Incomplete prior to the final examination or the last class meeting (courses with no final exam). 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 Summer term for Spring term work, 6 weeks in to the Fall term for Summer term work and 6 weeks in to the Spring term for Fall). 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.*

Student's Name: _____ Loyola ID#: _____

Major: _____

Course Code and Title: _____

Term: Fall Spring Summer

Name of Instructor: _____

Reason for Request: Please attach the appropriate memorandum from Student Affairs or the Office of Disability Services.

Student's Name: _____ Loyola 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, and one for you to submit to the student's academic dean's office. 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 Summer term for Spring term work, 6 weeks in to the Fall term for Summer term work and 6 weeks in to the Spring term for Fall). Instructors may set earlier deadlines as appropriate to the assignment.

Work needing to be completed (list):

Completed work must be submitted by (dates):

* _____

* _____

* _____

* _____

* _____

* _____

* _____

* _____

Student's signature

Date

Instructor's signature

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 and submits copy to the student's academic dean's office. _____

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.