

# 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 into the Summer term for Spring term work, 6 weeks into the Fall term for Summer term work and 6 weeks into 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." Students who are on Academic Probation will need approval from the Associate Dean of their college to get an "I" grade 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:**

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(If appropriate, please attach a memorandum from Student Affairs or the Office of Disability Services.)

**Students on academic probation need to obtain permission from the Associate Dean of their college.** Providing incorrect information about the academic status is a violation of the Honor Code and will result in a failing grade for the course.

- I am not on academic probation in the current semester
- I request permission from the Associate Dean (obtain the AD signature below)

\_\_\_\_\_  
Associate Dean's signature

\_\_\_\_\_  
Date

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 into the Summer term for Spring term work, 6 weeks into the Fall term for Summer term work and 6 weeks into the Spring term for Fall). Instructors may set earlier deadlines as appropriate to the assignment.

**Please verify the student's academic standing and the Associate Dean's permission, if required, before proceeding.**

**Student's grade in the course:** \_\_\_\_\_

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

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

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By signing this form, the instructor indicates that the student has completed an appropriate amount of coursework for the semester (generally considered to be 75% or more) and that the work, thus far, is passing. The professor also indicates willingness to review any work received no later than 6 weeks after the end of academic term and to submit a change of grade no later than 7 weeks after the end of the academic term.

The responsibility for completing all coursework within the agreed upon time rests with the student. An Incomplete grade that has not been completed by the end of the sixth week of the subsequent term (including summer terms) will be changed automatically to F.

\_\_\_\_\_  
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 another copy to the student's academic dean's office. Students in the University Honors Program must submit one copy to Honors as well, whether or not the course is an honors seminar.

*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.*