

Loyola University Chicago, Registration and Records
 820 N. Michigan, LT 510, Chicago, Illinois 60611
 (ph) 312-915-7221 ~ (fax) 312-915-6452
 registrar@luc.edu

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 into the Fall term for Spring and Summer term work and 6 weeks into 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 may result in a grade of "F".** Please note: Students on academic probation should seek guidance from their academic advisor regarding the grade of Incomplete and implications to their academic standing.

This form is the only approved process to submit this request. All forms are to be submitted using Loyola email.

Refer to your LOCUS Student Homepage 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	Class Number	Course Number	Section Number	Term Hours
ACCT	1169	201	002	3

Example:

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 in immediate family and funeral coinciding with final exam or assignment deadline: Identify relationship of family member, 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 submit it to your instructor to complete the second page (avoid paper, do this electronically).

- Retain one copy for your records.
- Instructor retains a copy.
- Instructor or student submits one copy to the student's academic dean's office.

Student's Name: _____ LUC Student ID #: _____

Instructor: This process can and should be completed electronically, on-line, via email. 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, distribute three copies: one for the student, one for you as the instructor, and one 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 Fall term for Spring and Summer term work and 6 weeks in to the Spring term for Fall and J-Term work). View Academic Calendars at www.luc.edu/academics/schedules. Instructors may set earlier deadlines as appropriate to the assignment.

Work needing to be completed (list):

- _____
- _____
- _____
- _____

Completed work must be submitted by (dates*):

- _____
- _____
- _____
- _____

*Deadlines for submission of completed work must be no later than 6 weeks after the start of the following semester.

If an extension is approved and a grade of "T" is to be awarded, please use LOCUS to enter the temporary "T" grade as you would any other earned grade. Instructors who complete this form, agree to submit a change of grade for this student by the established deadline or refer to the Academic Calendar dates at www.luc.edu/academics/schedules.

Student's signature. May be typed. *Affirming validity of all representations and signifying agreement to all conditions*

Date

Instructor's signature. May be typed. *Signifying acceptance of request and all conditions, and undertaking to file final grade in timely fashion following receipt of all completed work*

Date

Comments:

All forms are to be submitted using Loyola email. Complete this form, and print and sign three (3) copies (avoid printing paper, do this electronically):

- Instructor returns one instructor signed copy to student to be retained by student.
- Instructor retains one copy.
- Instructor submits one copy to the student's academic dean's office for reference at approval of final grade-change when it is submitted via LOCUS.

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.