



LOYOLA
UNIVERSITY CHICAGO

QUINLAN SCHOOL OF BUSINESS

Incomplete Grade Request

An "Incomplete" is a temporary grade indicating that a student has a satisfactory record in the completion of at least 50% of work assigned in the term, but for unusual or unforeseeable circumstances not encountered by others in the class, cannot complete the course requirements by the end of the term. The instructor, Departmental Chair, and Dean's Office must review and approve this request for before a student can receive an "Incomplete" grade.

If approved, the student must complete outstanding coursework by the end of the subsequent quarter (e.g., if Incomplete granted in Spring quarter, student must complete work by end of Summer quarter). Not meeting this deadline may result in a grade of "F."

- A student with two or more Incompletes may be unable to register until coursework is completed.
- A student on Academic Probation may be ineligible to receive an Incomplete.
- A student may not graduate with a grade of Incomplete on their transcript.

I. COMPLETED BY STUDENT:

Student's Name: _____

LID: _____

Student's LUC Email: _____

Ph #: _____

Degree Program: _____

Reason for Request:

Explain your reason(s) for requesting the Incomplete grade. Attach any relevant documentation to support your request.

Term: ☐ Fall ☐ Winter ☐ Spring ☐ Summer Year: _____

Course Title: _____

Instructor's Name: _____

Subject	Course Number	Section Number	Credit Hours
Sample: FINC	550	002	3

Unfinished Assignments:

Assignment	Percent of Final Grade	Submission Date

I acknowledge that I am responsible for submitting outstanding assignments by the end of the next academic quarter. Not turning in assignments by the deadline may result in a grade of "F."

Student Signature: _____

Date: _____

II. Completed by Instructor:

Did the student satisfactorily complete at least 50% of coursework?

☐ Yes ☐ No

If "No," then an Incomplete grade is not appropriate.

Completed Assignment(s)	Grade Received

- *If the coursework for the incomplete has not been completed by the deadlines agreed to with the student, the faculty member shall submit a change of grade in LOCUS that includes a complete calculation of work completed plus zero for all work not completed.*
- *If a change of grade is not submitted by the faculty member at the end of the time period to complete the Incomplete, a grade of "F" will be assigned.*

III. Approvals

Instructor Approval: _____

Date: _____

Comments:

Department Chair Approval: _____

Date: _____

Comments:

Dean's Office Approval: _____

Date: _____

Comments: