**Step 1**
- Student initiates Incomplete Extension Request with Instructor.

**Step 2**
- Instructor begins process by submitting the course and student information to instructor's Department Head via the template below.

**Step 3**
- Instructor's Department Head sends approved Incomplete Extension information to their Academic Dean (Instructor's Dean).

**Step 4**
- Instructor's Academic Dean of the course sends approval to the Student's Academic Dean.

**Step 5**
- Student's Academic Dean finalizes approval and sends approval (below) and thread to the Office of the University Registrar.

**IMPORTANT:**
- Only the final email (from the Student’s Academic Dean) is to be sent to the Registrar’s Office for processing.

- Please do not copy the Registrar’s Office on emails seeking approval from the appropriate parties.
Request for Incomplete Extension

IMPORTANT:

• Only the final email (from the Student’s Academic Dean) is to be sent to the Registrar’s Office for processing.

All request must be sent to ourrecords@louisiana.edu

From: ------@louisiana.edu
To: ourrecords@louisiana.edu
Subject: Incomplete Extension - C00000000

The following Incomplete Extension is approved.

Student Information
ULID: C00-----
Name: First Name | Middle Initial | Last Name
Student’s College:

Course Information
Course: SUBJ; Course #; Section #; Credit Hours
Term:

Approvers
Instructor -
Instructor’s Department Head –
Instructor’s Dean –
Student’s Academic Dean -