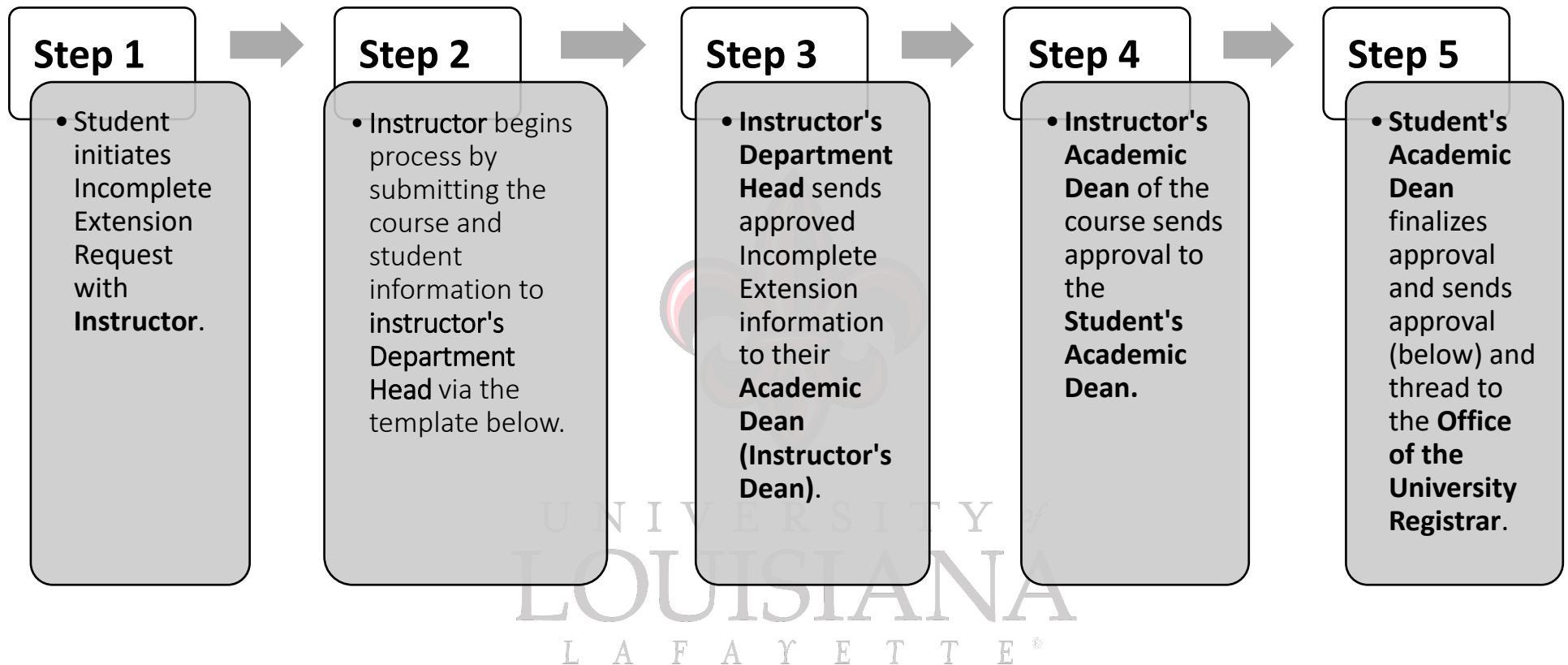


# Request for Incomplete Extension Workflow



## 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](mailto:ourrecords@louisiana.edu)

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From: -----@louisiana.edu

To: [ourrecords@louisiana.edu](mailto: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:

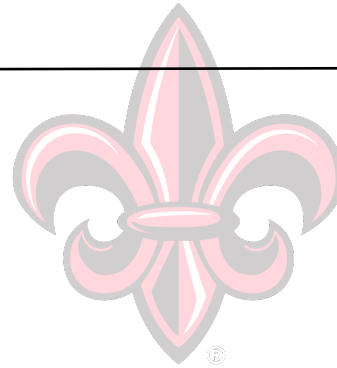
### Approvers

Instructor -

Instructor's Department Head –

Instructor's Dean –

Student's Academic Dean -



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**University Registrar**