PETITION FOR GRADE OF INCOMPLETE  
VANDERBILT UNIVERSITY DIVINITY SCHOOL  
(Must be submitted by the last day of classes)

According to the petitioner’s transcript, there are no unresolved grades of “I” from a previous term.

______________________________  ______________________
Signature of Asst. Dean for Academic Affairs  Date

PLEASE TYPE OR PRINT

To: Professor Melissa Snarr  
   Associate Dean for Academic Affairs

From: _____________________________________ (name of student)

Date: __________________________ current e-mail:__________________@vanderbilt.edu

Course number and Section Number:  470 – DIV ___________ _____

Title of the Course: ______________________________________________

Professor: __________________________

Professor’s signature: _________________________________

Please explain the reasons for a leave of absence; use the reverse side of the page if necessary:

The academic obligations for fulfilling the Incomplete must be submitted to the assistant dean for academic affairs by four o’clock on _________________________.  
[Fall semester incompletes: Due 6 weeks from first day of spring classes; Spring semester: Due 6 weeks from commencement; Summer semester: Due 6 weeks from first day of fall classes.]

Note that additional extensions to incompletes are extremely rare and failure to submit material to the Asst. Dean on time will automatically result in a “Permanent Incomplete.”

__________________________  ______________________
Approved  Date  
(Associate dean’s initials)

For Office Use: Copy to Student [ ] Copy to Advisor [ ] Copy to Asst. Dean [ ]