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 [ ]