

VIRGINIA UNION UNIVERSITY
SAMUEL DEWITT PROCTOR SCHOOL OF THEOLOGY

Request for Incomplete Grade

Student Name: _____ ID#: _____

Date: _____ Instructor: _____ MDIV MACE DMIN

Term of Assignment: Fall Winter Spring Summer

Course # & Title: _____

Reason for request:

Please list course work to be completed:

I acknowledge that I am responsible for making up the necessary work/assignment(s) within the deadlines specified below.

Student Signature: _____

<i>Term</i>	<i>Deadline for Incomplete Form</i>	<i>Deadline for submission of work</i>	<i>Grades due to Grad Enrollment</i>
<i>DMin Fall</i>	11/19/2016	12/16/2016	1/6/2017
<i>Fall</i>	11/19/2016	12/16/2016	1/6/2017
<i>Winter</i>	2/18/2017	3/17/2017	3/30/2017
<i>DMin Spring</i>	5/06/2017	6/02/2017	6/18/2017
<i>Spring</i>	5/06/2017	6/02/2017	6/18/2017
<i>Summer</i>	7/22/2017	8/21/2017	9/4/2017

Extensions can be granted at Instructor's discretion

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Current Grade on record: _____ Request Approved Request Denied
(Please list the student's earned grade up to this request)

Grade without completed assignments: _____

Extension Deadline (if applicable): _____ **Instructor Signature:** _____

Please state reason for denial:

Note: Instructor's must submit "Grade Change Form" to Graduate Enrollment Services to assign final grade. If forms are not submitted by the deadline, the "grade without completed assignments" will be assigned as the student's final grade.