

VIRGINIA UNION UNIVERSITY  
SAMUEL DEWITT PROCTOR SCHOOL OF THEOLOGY

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**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	3/31/2017
<i>DMin Spring</i>	5/06/2017	6/02/2017	06/16/2017
<i>Spring</i>	5/06/2017	6/02/2017	06/16/2017
<i>Summer</i>	7/22/2017	7/21/2017	8/25/2017

Extensions can be granted at Instructor's discretion

**FOR OFFICE USE ONLY**

**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.