Incomplete Grade Request

Student Information (PRINT CLEARLY; all fields required):

Full Name: __________________________________________ Student ID # (e.g. 000162030) ______________________
Classification: Undergraduate: Y/N Freshman___ Sophomore___ Junior___ Senior___
Professional: Y/N

Anticipated Date of Graduation: Aug____ Dec____ May____ (year) 20____

Major/Program: _____________________________ Major Track(s), if applicable: __________________________

Email Address: ____________________________________________@vanderbilt.edu

To be completed by the student:

I am fully aware of the work that must be made up in order to complete the course for which I am requesting an “I” grade (incomplete). I also have been advised of the final grade that will be recorded on my permanent record for this course if the work is not made up by the required date – not to exceed one full semester, and I am not granted an extension of time by the appropriate Associate Dean. With these conditions in mind, I request that I be assigned a grade of “I” for the course below.

Semester for which grade of “I” is requested: Fall____ Spring____ Summer_____ (Year) 20____

Course Number and Section: _____________________________ Credit Hours: _______

Title of Course: __________________________________________

Reason for Request:

________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

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Student’s Name & Signature ___________________________ Date ________________

Students on Academic Probation may NOT receive an “I.”
Incomplete Grade Request

Please return to:
The Office of Academic Services
215 Peabody Administration Building
Phone: (615) 322-8400
Web: peabody.vanderbilt.edu/admin-

To be completed by the Faculty Member:

NOTE TO FACULTY MEMBER: This form must be submitted to the Office of Academic Services with each “I”
(incomplete) grade. This form will remain in the Office of Academic Services until a final grade is recorded. The
following should be considered before assigning a grade of “I”:

A grade of “Incomplete” (I) is assigned only upon written request of a student to the instructor. When submitting a
grade of “I,” the professor must indicate in writing the nature of the work to be completed, the date by which the
work must be completed, and the Final Grade to be assigned if the work is not completed by the specified date.

Incompletes may be assigned when at least 50% of the semester’s coursework has been completed. It is at the
instructor’s discretion whether or not to allow an incomplete grade, and they are by no means obligated to approve
such a request.

In no case may an “Incomplete” grade be granted for more than one full semester.

Date work is to be completed: _______________________.

If not completed by this date, the final grade to be assigned: _______________________.

Explain the nature of the work to be completed:

____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Instructor’s Name & Signature

Date

Dean’s Name & Signature

(Date)

(Undergraduate Students Only)