Request / Assignment of Incomplete or Temporary Grade

Term/Year:
- ☐ Fall, 20___
- ☐ Spring, 20___
- ☐ Summer, 20___

Student Name: ____________________________
Student ID: ____________________________
Student Class: ____________________________

Student Home School:
- ☐ A&S
- ☐ DUS
- ☐ GPC
- ☐ NUR
- ☐ BLR
- ☐ ENG
- ☐ GS

☐ Course Number: ____________________________

Student Requests* (select one):

☐ M (Missed a final examination): “The grade of ‘M’ may be requested by a student absent from the final examination, but the grade ‘F’ is given if a student could not have passed the course regardless of the examination score. A date by which the examination will be completed is scheduled jointly by the student and the instructor.” —From the University Catalog

Reason for request: _____________________________________________________________

Date of make-up exam: ____________________________ Grade to be issued if deadline is not met: ______

☐ I (Incomplete, extension for papers, quizzes, etc.): “In the event that course work or quizzes are not completed by the last class day of the semester, the grade ‘I’ may be requested by a student if the incomplete work is due to illness or circumstances beyond the student's control. A date by which the work must be completed is agreed upon by the student and instructor. Work not completed by the extension date receives a zero.” —From the University Catalog

Reason for request: _____________________________________________________________

Deadline for completion of work: ____________ Grade to be issued if deadline is not met: ______

☐ MI: Missed the final & incomplete work—OR—missed performance exam & make up lessons pending

Reason for request: _____________________________________________________________

Deadline for completion of work and make-up exam: ____________________________

Grade to be issued if deadline is not met: ______

* Student Signature (required for above selections)

☐ I (incomplete proficiency exam): “In the event that the Keyboard Harmony exam is not completed by the end of the semester, the grade ‘I’ may be assigned by the professor. A date by which the work must be made up is indicated below.”

Select one:
- ☐ MUKH 1131, section ______: Keyboard Harmony I
- ☐ MUKH 1132, section ______: Keyboard Harmony II
- ☐ MUKH 1133, section ______: Keyboard Harmony III
- ☐ MUKH 1134, section ______: Keyboard Harmony IV

Work to be completed: ____________________________

Deadline for completion of work: ____________ (A grade of “F” will be issued if deadline is not met.)

Instructor Signature ____________________________ Date ____________

Associate Dean Approval ____________________________ Date ____________