Request / Assignment of Incomplete or Temporary Grade
Blair School of Music

Student Name: ________________________________
Student ID: ________________________________
Student Class ________________________________
Student Home School: ________________________________

☐ 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 or Ear Training proficiency 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:
☐ MUSC 132A, section _____: Keyboard Harmony III
☐ MUSC 132B, section _____: Keyboard Harmony IV
☐ MUSC 124E, section _____: Ear Training & Sightsinging 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 ____________