



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