Date: _____

College of Music
Incomplete Grade Request

Student Name: _____   Student Number: _____

Degree: □ BA   □ BM   □ BME   □ Other   Instrument/Voice: _____

CU Email: _____   Phone #: _____

Term for which course was originally taken: □ Fall   □ Spring   □ Summer   Year _____

Course Number: _____   Course Name/Title: _____

Instructor Name (print) _____

Reason for the incomplete grade: _____

_____

Student signature _____   Date _____

***** To be filled out by the instructor *****

Estimated grade to date: _____
Amount of course work completed: _____

_____

Action to be taken by student to complete the course for a grade:
□ Retake the course within 1 year. (Reregister for course, N/C; May be with a different instructor, who will assign grade.)
□ Complete the following specified work with the agreed upon deadline:

_____

_____

_____   Date to be completed: _____

The instructor is responsible for changing the incomplete letter grade in Web Grading. Proficiency and Recital grades should be   must complete an online *Change of Grade* form in order to change this incomplete grade to a letter grade. The completed form should be returned to the Undergraduate Studies Office before the last day of classes during the term for the above designated due date.

Applied instruction incompletes - course level for the next term: _____

Instructor signature _____   Date _____

Return form to the Academic Services Office.