

**DEPARTMENT OF MUSIC AND DANCE**  
**Information Sheet for Grades Of Incomplete**

Semester: \_\_\_\_\_ Department: \_\_\_\_\_

Course Number: \_\_\_\_\_ Schedule Number: \_\_\_\_\_

Course Title: \_\_\_\_\_

Instructor: \_\_\_\_\_

Student: \_\_\_\_\_ Student Number: \_\_\_\_\_

- (1) Percentage of work completed: \_\_\_\_\_
- (2) Grade earned on completed work: \_\_\_\_\_
- (3) Description of work that remains to be completed:

(4) Description of method by which student will complete work:

(5) Date by which work is to be completed:

\_\_\_\_\_  
Signature of Instructor

\_\_\_\_\_  
Signature of Student  
(If available -- NOT REQUIRED)

Under University policy a student is allowed one full semester following the semester in which the incomplete was received to complete the work. The grade of "Incomplete" will automatically be converted to "F" by the Registrar after the follow-up semester has passed.

The purpose of the "Incomplete" option is only to allow students who are passing the course to complete work which extenuating circumstances have interrupted. The option is not intended to give students who are failing a course an opportunity to do better given extra time.

Copies to: Chief Undergraduate Advisor  
Instructor  
Student