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