



## *Request for Grade of “Incomplete”*

A grade of incomplete (I) will be assigned when a student, due to serious illness or other similar incapacitating circumstances, is unable to complete all course requirements within the prescribed period and receives the instructor’s permission to complete certain requirements at a later date, not to extend beyond the end of the next academic session. (*Summer session will be considered the next session only if the student is in attendance during the summer.*) Before the end of the examination period of the semester during which the “incomplete” is to be given, the student will negotiate with the instructor a mutually acceptable method for completing the class work, and an agreement signed by the student and the instructor outlining the agreed-upon method must be submitted to the Registrar. The final grade, once recorded, will be preceded by an “I” on the official transcript. For example, a grade of “A” will appear as “IA”.

Students with outstanding incompletes on their records are ineligible for Dean’s List and Graduation honors.

STUDENT INFORMATION			
UR ID#		NAME	
DEGREE	<input type="checkbox"/> BM <input type="checkbox"/> MA <input type="checkbox"/> MM <input type="checkbox"/> DMA	MAJOR	INSTRUMENT
PHONE		E-MAIL	
STUDENT SIGNATURE		DATE	
DEADLINE FOR COMPLETION OF COURSEWORK			
DATE: _____			
<i>If the student does not complete the outstanding work within the specified time, a failing grade (“E”) will be recorded automatically.</i>			
COURSE INFORMATION (LIST ONLY ONE COURSE PER FORM)			
INSTRUCTOR		COURSE TITLE	
CRN		COURSE # (ex: TH101)	
YEAR		TERM: (CHECK ONE)	<input type="checkbox"/> FALL <input type="checkbox"/> SPRING <input type="checkbox"/> SUMMER
DESCRIPTION OF WORK TO BE COMPLETED:			
APPROVED BY			
INSTRUCTOR SIGNATURE		DATE	

<i>For deadline extension ONLY:</i>	
REASON FOR EXTENSION: _____	
REVISED DEADLINE: _____	
STUDENT SIGNATURE: _____	DATE: _____
INSTRUCTOR SIGNATURE: _____	DATE: _____