



EASTMAN
SCHOOL OF MUSIC
UNIVERSITY of ROCHESTER

Request for Grade of “Incomplete” or “No Grade”

A grade of **“Incomplete”** (I) will be assigned when a student 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. 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.***

A grade of **“No Grade”** (N) will be assigned when a student is unable to complete all course requirements due to serious illness or other similar incapacitating circumstances within the prescribed period. The “No Grade” request form, along with official documentation (medical/other), must be submitted to the Registrar’s office before the end of the examination period of the semester during which the “No Grade” is to be given. The final grade, once recorded, will eliminate the “N” on the official transcript. For example, a grade of “A” will appear as “A”.

In addition to the permission of the instructor, all requests for I or N grades require permission from either the Office of Academic Affairs or the Graduate Studies Office. The deadline for completion of coursework may not 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*).

STUDENT INFORMATION			
NAME		UNIVERSITY ID #	
PHONE		UNIVERSITY E-MAIL	
DEGREE			
STUDENT SIGNATURE		DATE	
COURSE INFORMATION *** (LIST ONLY ONE COURSE PER FORM) ***			
<input type="checkbox"/> INCOMPLETE GRADE <input type="checkbox"/> NO GRADE			
COURSE TITLE		INSTRUCTOR	
COURSE SUBJECT		TERM (CHECK ONE)	<input type="checkbox"/> FALL <input type="checkbox"/> SPRING <input type="checkbox"/> SUMMER
COURSE NUMBER/SECTION		YEAR	
DESCRIPTION OF WORK TO BE COMPLETED (ATTACH DESCRIPTION IF NECESSARY)			
DEADLINE FOR COMPLETION OF COURSEWORK		DATE:	
1) DEADLINE OF COMPLETION CANNOT STATE “BY GRADUATION” – MUST HAVE A SPECIFIC DATE NOT BEYOND THE LAST DAY OF THE NEXT ACADEMIC SESSION.			
2) IF THE STUDENT DOES NOT COMPLETE THE OUTSTANDING WORK WITHIN THE SPECIFIED TIME, A FAILING GRADE (“E”) WILL BE RECORDED AUTOMATICALLY.			
SIGNATURES			
INSTRUCTOR		DATE:	
ASSOCIATE DEAN OF ACADEMIC AFFAIRS (FOR UNDERGRADUATES)		DATE:	
SR. ASSOCIATE DEAN OF GRADUATE STUDIES (FOR GRAD STUDENTS)		DATE:	
FOR DEADLINE EXTENSION ONLY			
REASON FOR EXTENSION:			
REVISED DEADLINE		TODAY’S DATE	
STUDENT SIGNATURE		INSTRUCTOR SIGNATURE	