

# Undergraduate Grade Change and Extension/Removal of Incomplete

\_\_\_\_\_  
 Instructor Department (MUSP/MUCT/MUED) Date

I request permission for a grade modification for the following student

\_\_\_\_\_  
 Student's Name Student's ID Number Student's Major

Term: \_\_\_\_\_ Year: \_\_\_\_\_

EX: MUSP 3050 1001 70681  
 \_\_\_\_\_  
 Subject Catalog# Section# Class#

**Grade Modification Type** (Please check the following):

**Grade Change**

From \_\_\_\_\_ To \_\_\_\_\_

Grades turned in to the Office of Registration & Records are not changed unless mechanical error has occurred (Academic Charter, B-11.G.8) Please provide a brief rationale for the grade change.

\_\_\_\_\_  
 \_\_\_\_\_

**Extension of Incomplete** Date to be completed by \_\_\_\_\_  
*i.e. 10/15/2021*

**Removal of Incomplete** From INC To \_\_\_\_\_

\_\_\_\_\_  
 Signature of Instructor of Record Date

For CMA Office Use Only - Return to your department secretary for processing.

\_\_\_\_\_  
 Signature of Departmental Chair Date

College Approval

Approve

Deny \_\_\_\_\_ Date