This form may be used to submit a letter grade for:

- Private Music Lessons
- Incomplete/Fail (I/F)
- Independent Study course
- Any special case of submitting a student’s grade that is not a grade change.

Do not use this form to change a student’s grade. Use a GRADE CHANGE FORM.

This form will not be processed unless it is filled out completely! Place in a sealed envelope with instructor’s signature across the back.

PLEASE COMPLETE ALL INFORMATION:

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Student I.D. #</th>
<th>Social Security #</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Section</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
</table>

Semester Course ORIGINALLY Registered for
- Spring
- Summer
- Fall
- Year

Criteria for Grade:
- Attendance
- Participation
- Exam
- Thesis
- Self-evaluation
- Performance/Presentation
- Term Paper/Manuscript
- Other

Comments:

Letter Grade

<table>
<thead>
<tr>
<th>Instructor’s Name (Printed)</th>
<th>Instructor’s Signature</th>
<th>Date</th>
<th>Phone #</th>
</tr>
</thead>
</table>