Part I should be filled out and signed by the student, and presented to the instructor in the last week of classes. Part II (reverse side) should be filled out and signed by the instructor.

Each instructor is responsible for submitting final grades online through the Banner System.

Part I. To be filled out by Student

Name of Student: ___________________________________________ Class of: __________

Name of Instructor: ________________________________ Course Number: MUL-________

Number of Lessons Attended: ________________ Number of Lessons Missed: ________________

Reasons for Missed Lessons:
________________________________________________________________________________
________________________________________________________________________________

Repertory Pieces or Etudes:

1.) __________________________________________ performed/memorized
2.) __________________________________________ performed/memorized
3.) __________________________________________ performed/memorized
4.) __________________________________________ performed/memorized
5.) __________________________________________ performed/memorized
6.) __________________________________________ performed/memorized
7.) __________________________________________ performed/memorized
8.) __________________________________________ performed/memorized

(check one) □ did □ did not participate in a Student Performance Recital this semester.

Student’s Signature: ___________________________ Date: ________________

END of student section – turn over for instructor section
Part II: To be filled out by Instructor

Please provide a short narrative of the goals and progress for the student in the present semester. (Please keep in mind that this information will be shared with the student.)

________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

Please check the attendance report/repertory report on the front of this page for accuracy, and initial here. You may comment on the reports below, if needed.

_________________

Comments: ______________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

Final Course Grade: _________________

Instructor’s Signature: ___________________________ Date: ______________

NOTE:
This form should be turned in to the Department of Music & Dance Office by the last day of exams for both music majors and non-majors.

For music majors, the office will file and maintain this form. If the student is a non-major, this form will be returned to the instructor for his/her records. These records must be retained for at least five years.