

**Enrollment Services
INCOMPLETE CONTRACT**

Name: _____ MICA ID #: _____

Major: _____ E-mail: _____

Level (circle one): Freshman Sophomore Junior Senior Post-Bac Graduate

Course # _____ Title: _____ Term & Year: _____

Credits: _____ Instructor: _____

Instructions to the Student: _____

Work must be submitted by: _____

Incomplete grades are given **ONLY IN EXCEPTIONAL CIRCUMSTANCES**. Students on Academic Probation **may not** be given incomplete grades. The **instructor** should submit the completed contract to Enrollment Services at the time of grading.

The Incomplete Contract agreement must be fulfilled within the first four weeks of classes of the subsequent semester. If no grade is reported to the Registrar by the end of the 4th week, the grade automatically changes to an "F" (failure).

SIGNATURES:

Instructor: _____ **Date:** _____

Department Chair: _____ **Date:** _____

Student: _____ **Date:** _____