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: __________________________________________________________

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: __________