

Incomplete Contract

Preferred Name / _____

Legal Name / if different from preferred name / _____

ID / _____

MICA Email / _____

Major or Graduate Program / _____

Are you an International student with a Visa / yes no

Academic Level / freshman sophomore visiting

junior senior

post-bacc graduate

List the course for which you wish to take an incomplete:

Course Title / _____ Course # / _____

Semester and Year / _____ Credits / _____

Instructor / _____

Student Signature / _____ Date / _____

Please submit completed form to Enrollment Services, Bunting Center, 2nd floor.

By signing this form you are agreeing that you understand the parameters indicated below; and that if you have not completed the course by the indicated deadline, your grade will change to an F.

Incomplete grades are given **only in exceptional circumstances**. Students on academic probation may not be given incomplete grades.

This form must be signed by the chairperson of the course's department. No other signature is valid.

Course Instructor /

Instructions to the student / _____

Work must be submitted by / _____

Print Name / _____ Dept / _____

Signature / _____ Date / _____

Course Departmental Chairperson /

Print Name / _____ Dept / _____

Signature / _____ Date / _____

Enrollment Services /

Signature / _____ Date / _____

The instructor must submit the completed contract to Enrollment Services at the time of grading. The student is not permitted to submit the form to Enrollment Services.

Work must be completed within the first four weeks of classes of the subsequent semester. If no grade is reported by the end of the fourth week, the grade automatically changes to an F.