

INCOMPLETE GRADE CONTRACT INFORMATION

When the quality of your work is satisfactory but some essential requirement of the class has not been completed for reasons acceptable to the instructor and the Registrar an incomplete grade(IC) may be issued and additional time granted for completion of the specified course. An incomplete is not a substitute for a failing grade and may be given only when course work can be completed without further attendance in the classroom and/or lab. If you receive a grade of IC you will have until mid-semester (according to the EITC Official Calendar) after the semester you received the IC grade to complete the work. Incomplete grades are issued on a contractual basis between the student and the instructor. An Incomplete Grade Contract must be completed by the instructor issuing the incomplete (IC) grade and discussed and signed by the student prior to the conclusion of a semester. (This is calculated as "F" until course work is completed which may impact Federal financial aid eligibility). The official copy of the IC contract must be submitted to the Registrar's Office before the grade entry deadline date on the Official EITC calendar.