

HAYWOOD COMMUNITY COLLEGE	STUDENT SERVICES Incomplete Grade	Procedure 5.2.4.2
--------------------------------------	--	------------------------------

Incomplete Grade (I)

At the discretion of a faculty member, a student may be given an incomplete grade for work not completed in a course if the incomplete work is unavoidable and not caused by the student's negligence. To process this request, the faculty member will submit a completed "Request for an Incomplete Form" to the Executive Vice President of Instruction and Student Service's Office at least 2 weeks prior to the end of the academic term of the class. A copy should be sent to the Registrar's Office for auditing purposes. Based on the request of the faculty member, the Registrar's Office will place a grade of "I" on the student's record for the class, which will be displayed on the student's transcript per Policy 5.2.4. This grade will remain in place until the necessary work has been completed by the student and the instructor submits a Change of Grade Form to the Registrar's Office to remove the "I" and replace with the appropriate earned grade. In the event the student does not complete the necessary work by the following semester, or a change of grade request is not received, the "I" grade will automatically be changed to an "F" (unless an extension has been approved). The Executive Vice President of Instruction and Student Services may make exceptions to change an incomplete grade ("I") to a withdrawal ("W") at his/her discretion if the student is unable to complete due to unforeseen circumstances. Such cases shall include, but are not limited to, national or local emergencies, weather related events, or student medical issues.

If a student receives an incomplete in a course, the student should not register for the course again the following term in order to complete the requirements. It is the responsibility of the student to contact the faculty member to make arrangements for the removal or extension of the incomplete grade. Any requests for an extension due to extenuating circumstances must be approved by the Executive Vice President of Instruction and Student Services. An incomplete grade computes neither hours nor quality points toward the student's grade point average or course requirements for graduation.

Incomplete Emergency (IE)

Per guidance issues by the North Carolina Community College System (NCCCS), the IE grade was established to act as an incomplete grade option for students who were negatively impacted by the national COVID-19 pandemic emergency (2020 and 2021). This option for an incomplete grade is implemented by the Executive Vice President of Instruction and Student Services when directed by the NCCCS or at the recommendation of other state and/or federal entities. The IE grade allows the student to work on their course work beyond the normal constraints identified in the incomplete grade protocol above, as allowed by the Executive Vice President of Instruction and Student Services. The grade option will not be applied outside of approved circumstances, and will not be counted towards a student's GPA.

Emergency Incomplete (EI)

Per guidance issues by the North Carolina Community College System (NCCCS), the EI grade was established to act as an incomplete grade option for students who were negatively impacted by local emergencies and/or natural disasters. This option for an incomplete grade is

implemented by the Executive Vice President of Instruction and Student Services when directed by the NCCCS or at the recommendation of other regional, state, and/or federal entities. The EI grade allows the student to work on their course work beyond the normal constraints identified in the incomplete grade protocol above, as allowed by the Executive Vice President of Instruction and Student Services. The grade option will not be applied outside of approved circumstances, and will not be counted towards a student's GPA.

Adopted: 04-18-2019
Revised: 03-30-2020
Revised: 03-03-2021
Revised: 10/25/2024