

<b>HAYWOOD COMMUNITY COLLEGE</b>	<b>STUDENT SERVICES Incomplete Grade</b>	Procedure 5.2.4.1
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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 Registrar's Office at least 2 weeks prior to the end of the academic term of the class. A copy should be sent to the Vice President of Instruction'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 Vice President of Instruction 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 Vice President of Instruction. An incomplete grade computes neither hours nor quality points toward the student's grade point average or course requirements for graduation.

Adopted: 04-18-2019

Revised: 03-30-2020