



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

Peter Hans, President

MEMORANDUM

April 8, 2020

To: Chief Academic Officers and Chief Student Development Administrators

From: Kimberly Gold, Senior Vice President/Chief Academic Officer

Re: Guidance for New Incomplete and Withdraw Grade in Response to COVID-19

In response to the national emergency due to the COVID-19 pandemic, colleges may be using their local college incomplete grade policy to better serve students and may realize an increase in withdrawals. Further, the Federal Government has enacted legislation (CARES Act) and the State Board of Community Colleges has approved temporary rules (Numbered Memo CC20-22); both relax regulatory requirements on colleges. Therefore, colleges should add two new grades to their local curriculum grading schemes, which are also unique to the entire system: IE – Incomplete Emergency and WE – Withdraw Emergency. (Note: if a college has previously created a unique grade in response to COVID-19, then it is requested that the college either batch change the grades to IE and/or WE to avoid mapping requirements for state reporting.) The IE and WE grades should only be applied to students in response to COVID-19.

For the IE grade, it is recommended that colleges review their incomplete grade policy to evaluate if enough time is available for students to complete the learning outcomes of the course. Colleges may consider increasing the available time to a maximum of one year, given the unique nature of the natural emergency.

As colleges make these changes, it will be necessary to collaborate with other functional areas such as Financial Aid. Further, academic advising and career counseling for students is paramount to their understanding of the impact of an incomplete grade and a withdraw grade on their academic progress (e.g., course requisites). If you have additional implementation questions, please open a service request at <https://ncccs.service-now.com/sp>.

Students enrolled at colleges who are utilizing the Career and College Promise Program (CCP) tuition waiver should be served under the same State Board of Community College approved temporary rule. As such, dually enrolled students can be assigned an IE or WE grade in response to COVID-19.

CC20-030
Via Email