

To: Undergraduate Curriculum & Standards Committee & Council on Graduate Studies, John Jay College of Criminal Justice

Proposal: Update INC Grade Policy for Undergraduate and Graduate Programs

Date: April 2, 2025

Effective Date: Fall 2025

Background

In June 2024, the university issued a memo to update the uniform grade policy and guidelines. This memo included a clarification about incomplete grades and the timeline for resolution or conversion to FIN. This proposal seeks to align university wide and local John Jay College policy for INC and FIN grades, and enact regular assignment of FIN grades for unresolved INC grades in undergraduate and graduate programs.

Proposed Updates

The current text of the undergraduate policy indicates that to receive a credit bearing grade for a course, students who earn incomplete grades must complete course requirements by the end of the third week of classes in the semester after the INC was earned. **To permit students additional time to complete coursework to resolve incomplete (INC) grades and coordinate with faculty members outside periods of faculty annual leave, this timeline will be extended to the last day of classes of the subsequent semester, as indicated in the university grade policy and guidelines.** If students earn an INC in the winter session, they will be permitted to complete course work up to the last day of classes of the following spring semester in order to earn a credit bearing grade; for summer session, students will be permitted to complete course work up until the last day of classes of the following fall semester.

The current text of the graduate policy indicates that to receive a credit bearing grade for a course, graduate students who earn incomplete grades must complete course requirements no more than one calendar year after the INC was earned. **This timeline will be revised to the same timeline as above.**

On the last day of classes of each semester, the registrar will review any INC grades with no grade change submission and convert them to FINs for both graduate and undergraduate students.

Students will be able to follow the same appeal policies and requests for extensions due to extenuating circumstances as is the current practice.

Approved at UCASC and CGS as amended, 4/11, approved by College Council, 5/6/25, submitted to the Oct 2025 CEP Report

Current Undergraduate Catalog Incomplete Policy

<https://jjay.smartcatalogiq.com/en/2024-2025/undergraduate-bulletin/academic-standards-and-policies/grades/>

INC - Incomplete

An INC grade may be given only to those students who would pass the course if they were to satisfactorily complete course requirements. It is within the discretion of the faculty member as to whether or not to give the grade of INC. The INC grade should only be given in consultation with the student.

If the course takes place during the fall semester or winter session, then the incomplete work is due by the student no later than the **end of the third week of the following spring semester**. If the course takes place during the spring semester or summer session, then the incomplete work is due no later than the **end of the third week of the following fall semester**. It is within the discretion of the faculty member to extend this deadline under extraordinary circumstances.

When assigning the INC grade, the faculty member agrees to grade the student's outstanding coursework and to submit the student's grade for the course any time from the date the student submits the completed work until the end of that fall or spring semester. This policy should be included on undergraduate course syllabi. If the student does not successfully complete the missing work, the faculty member may change the grade to a letter grade. If the faculty member does not submit a change of grade, the incomplete grade automatically becomes the grade of FIN.

This policy does not apply to laboratory and studio courses, or to internship courses, for which neither the professor nor the department can reasonably accommodate a student's missed lab or studio or internship work as described herein. The academic departments which offer such courses shall develop departmental policy for consideration by the College Council.

Degree candidates should be aware that an INC grade received during their last semester in courses required for graduation will result in the postponement of graduation.

Resolving the Grade of Incomplete through Make-up Examinations

Approved at UCASC and CGS as amended, 4/11, approved by College Council, 5/6/25, submitted to the Oct 2025 CEP Report

The procedure outlined here is initiated when a student has received the grade of INC because of absence from a final examination. All makeup final examinations given after the completion of the semester are processed and administered by the faculty member who taught the course or by his or her academic department. Contact the instructor for details.

FIN - Incomplete Changed to F

The grade of FIN (Incomplete Changed to F) is given when an incomplete grade is turned into an F (FIN). Undergraduate students who receive an INC grade at the end of any semester must complete all outstanding work by the dates described in the section above.

The Registrar's Office will convert all INC grades to FIN if the INC is not resolved.

Proposed Undergraduate Catalog Incomplete Policy Update

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INC - Incomplete

An INC grade may be given only to those students who would pass the course if they were to satisfactorily complete course requirements. It is within the discretion of the faculty member as to whether or not to give the grade of INC. The INC grade should only be given in consultation with the student.

Grades of INC given during the fall semester or winter session must be resolved by the **last day of classes of the following spring semester**. Grades of INC given during the spring semester or summer session must be resolved by the **last day of classes of the following fall semester**. While students must fulfill their academic obligation no later than the last day of classes of the following semester, faculty have the discretion to set an earlier due date for completion. This ensures sufficient time to evaluate work and submit the grade change before unresolved INCs convert to FINs. Internal deadlines for students and faculty are published each term in the academic calendar.

When assigning the INC grade, the faculty member agrees to grade the student's outstanding coursework and to submit the student's grade for the course any time from the date the student submits the completed work until **the last day of classes** of that fall or spring semester. This policy should be included on undergraduate course syllabi. If the student does not successfully complete the missing work, the faculty member may change the grade to a letter grade. If the faculty member does not submit a change of grade, the incomplete grade automatically becomes the grade of FIN.

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Degree candidates should be aware that an INC grade received during their last semester in courses required for graduation will result in the postponement of graduation.

Resolving the Grade of Incomplete through Make-up Examinations

The procedure outlined here is initiated when a student has received the grade of INC because of absence from a final examination. All makeup final examinations given after the completion of the semester are processed and administered by the faculty member who taught the course or by his or her academic department. Contact the instructor for details.

FIN - Incomplete Changed to F

The grade of FIN (Incomplete Changed to F) is given when an incomplete grade is turned into an F (FIN). Undergraduate students who receive an INC grade at the end of any semester must complete all outstanding work by the dates described in the section above.

The Registrar's Office will convert all INC grades to FIN if the INC is not resolved by the last day of classes.

Current Graduate Incomplete Policy

<https://jjay.smartcatalogiq.com/en/2024-2025/graduate-bulletin/academic-requirements/grades/>

Grade of INC (Incomplete)

A grade of INC is given in lieu of a grade only in exceptional circumstances for students who have been doing satisfactory work and have been unable to complete course requirements. **Students who receive an Incomplete must fulfill their academic obligation within one calendar year of the end of the semester in which the grade of Incomplete is given.** In extraordinary circumstances and with the approval of the Dean of Academic Programs or the Vice President for Enrollment Management, the time limit may be extended one additional year.

Incomplete grades that are not resolved within the above-mentioned time period will be changed to a F grade. No credit is awarded for Incompletes that have not been appropriately resolved. A maximum of three grades of Incomplete may be converted to

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regular grades during the course of a student's enrollment in graduate studies at John Jay College. In rare circumstances, more than three grades of Incomplete may be converted to regular grades with the approval of the Dean of Academic Programs or the Vice President for Enrollment Management.

Once a student has completed their outstanding coursework, they should follow up with their professor to ensure that the *Resolution of Incomplete* form was submitted to the Office of the Registrar. Only faculty members are permitted to submit this form to the Office of the Registrar.

Proposed Graduate Incomplete Policy

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Grade of INC (Incomplete)

A grade of INC is given in lieu of a grade only in exceptional circumstances for students who have been doing satisfactory work and have been unable to complete course requirements. **While students must fulfill their academic obligation no later than the last day of classes of the following semester, faculty have the discretion to set an earlier due date for completion. This ensures sufficient time to evaluate work and submit the grade change before unresolved INCs convert to FINs. Internal deadlines for students and faculty are published each term in the academic calendar.** In extraordinary circumstances, the deadline may be extended one additional year with the approval of the Dean of Academic Programs or the Assistant Vice President for Enrollment Management.

Incomplete grades that are not resolved within the above-mentioned time period will be changed to a **FIN** grade **on the last day of classes of the following semester**. No credit is awarded for Incompletes that have not been appropriately resolved. A maximum of three grades of Incomplete may be converted to regular grades during the course of a student's enrollment in graduate studies at John Jay College. In rare circumstances, more than three grades of Incomplete may be converted to regular grades with the approval of the Dean of Academic Programs or the Vice President for Enrollment Management.

Once a student has completed their outstanding coursework, they should follow up with their professor to ensure that the proper form was submitted to the Office of the

Registrar. Only faculty members are permitted to submit this form to the Office of the Registrar.

CUNY Uniform Grade Symbols and Guidelines Effective Fall 2024

<https://www.cuny.edu/wp-content/uploads/sites/4/page-assets/academics/new-revised-policies/CUNY-Uniform-Grade-Glossary-Policies-and-Guidelines-FINAL-JUNE-2024.pdf>

INC Grades Explanation (emphasis added)

Term's work incomplete (temporary grade): INC (Incomplete) should only be given by the instructor in consultation with the student when there is a reasonable expectation that a student can successfully complete the requirements of the course no later than the last day of the following semester, or its equivalent in calendar time, exclusive of Summer Session/Term. Note INC is a temporary grade awarded when the disposition of the final grade requires further evaluation for reasons other than the Procedures for Imposition of Sanctions related to the Board's Academic Integrity Policy. Transcript comments for INC grades should be added to the student record indicating the nature of the incomplete. **The grade of "INC" lapses to an "FIN" grade no later than the last day of the following semester, or its equivalent in calendar time, exclusive of Summer Session/Term.** Students who have officially withdrawn from a college and have these grades may be exempted from the limitations.

Change of INC to Administrative FIN

Campus Registrar assigns the grade of FIN when an INC (Incomplete) remains unresolved at the end of the semester following the semester in which the course was taken (exclusive of Summer Term.) Incompletes unresolved in the above-mentioned time period will become FIN in students' record. The student or the instructor may appeal this administrative action or request for an extension as defined by campus. Appeals, if permitted by the campus, must be filed within thirty calendar days of FIN grade assignment in CUNYfirst (excluding faculty annual leave period).