



Office of the Registrar

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INCOMPLETE DEADLINE EXTENSION REQUEST FORM

INCOMPLETE GRADE EXTENSION PROCEDURES

Effective Fall 2024, instructors can request additional time on behalf of students who are unable to meet the standard INCOMPLETE (INC) resolution deadline, and they can also appeal the administrative conversion of an INC to a FIN. It is intended to support cases where timely completion is not feasible due to the nature of the course or external circumstances, particularly those involving fieldwork, practicum, or delayed placements.

Please complete the INC Deadline Extension Request Form and return it to gradechange@jjay.cuny.edu. INC to FIN grade lapse dates can be found on the [Academic Calendar](#).

SECTION I: STUDENT INFORMATION

Student Name:	EMPL ID:
John Jay Email Address:	Academic Program/Major:

SECTION II: COURSE INFORMATION

Semester	Course Title	Course Number	Section

SECTION III: TYPE OF REQUEST

- ☐ Instructor-Initiated Extension (Before the Grade Lapses)
☐ Instructor-Initiated Appeal (After the Grade Lapses)

SECTION IV: REASON FOR SUBMITTING EXTENSION

- ☐ The student needs additional time to complete the assignment(s) and/or exam(s).
☐ The student has extenuating circumstances and needs additional time.
☐ The instructor needs additional time for grading and grade submission.

ADDITIONAL COMMENTS

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SECTION V: INSTRUCTOR CERTIFICATION

I certify that I am the instructor of record for this course and recommend approval of this request based on the information provided.

Faculty Signature: _____ **Date:** _____

SECTION VI: PROGRAM DIRECTOR/DEPARTMENT CHAIR APPROVAL: ☐ APPROVED ☐ DENIED

Comments (if any): _____

Name: _____

Title: _____

Signature: _____ **Date:** _____