INC and FIN Grade Policy

INC (Incomplete) is not an automatic grade. It is a temporary grade that may be assigned by faculty when a student has requested an INC and meets all of the following conditions: some of the course requirements other than but possibly including the final examination have not been satisfied for good and sufficient reason as determined by the instructor; and there is a reasonable expectation that a student can pass the course by submitting the outstanding work by the end of the next regular semester (two regular semester for graduate students), Spring or Fall. (Summer Sessions 1 and 2 do not count as a semester in this case.) The assignment of INC constitutes an agreement with the student that the instructor or department will receive, evaluate, and submit a grade for the missing course requirements, upon submission of the outstanding work by the student.

The INC grade is not to be assigned if: it is not requested by a student; or if there is no reasonable expectation that the missing work can be completed, submitted, and graded by the end of the next regular semester (next two semesters for graduate student), Spring or Fall (Summer Sessions 1 and 2 do not count as a semester); or a student would receive a failing grade in the course even if the missing work was completed, submitted, and graded. In these instances, the instructor must assign a grade based on a student’s work for the semester. If there is insufficient information due to a student’s attendance, the WU grade will be assigned.

Frequently Asked Questions

Do I have to register for the class again if I receive an INC?

The grade of INC cannot be resolved through a second registration and/or repetition of courses. The temporary grade INC can be resolved only by making up the missing work; that is, a final examination must be taken and/or the missing work must be submitted by the end of the next regular semester (Fall or Spring).

What happens if I cannot resolve an INC grade by the end of the next regular semester?

Undergraduate students
An undergraduate student has until the last day of final exams after one regular semester to finish an outstanding INC grade. After one regular semester, the INC grade will change into a FIN (failure to complete) grade.

Graduate students
A graduate student has until the last day of final exams after two regular semesters to finish an outstanding INC grade. Specifically, Fall incomplete grades should resolve by the end of the following Fall, Spring by the end of the following Spring, and Summer by the end of the following Spring as well. After that time, the grade will not change in any way, but the student may petition the Office of Graduate Studies/GSSC to allow extra time.

What is a FIN grade?
The grade of FIN is assigned by the Office of the Registrar when, after the subsequent semester, the grade of INC is not resolved. The grade of FIN is computed into the grade point average as a grade of F. This grade does not apply to graduate students.

**How does the INC grade policy apply for BAMA students?**

BAMA students are considered to be in the Undergraduate career. If a BAMA student received an INC grade for a graduate course in the BAMA Undergraduate career/program, the grade will be converted to FIN if the student is not able to resolve the INC grade by the end of the following semester.

**Can I request additional time to resolve an INC grade?**

If students, for serious reasons, are unable to resolve an INC grade before the end of the next regular semester (Fall or Spring), they should request permission from the USSC to defer the conversion of the INC to a failing grade. Students should be advised that denial of their request is possible. In the event of denial, students should be prepared to locate and notify their instructors as soon as possible to make arrangements to resolve the grade before the end of the final examination period, when this grade will be converted to FIN.

**How can I resolve a FIN grade?**

**Undergraduate students**

Under the current college policy, a student assigned a temporary grade of INC must submit the missing work to the instructor by no later than the last day of the next regular semester. After this date, all temporary INC grades are converted to FIN by the Registrar and may only be resolved by one of the following:

A. If the INC temporary grade is resolved on time, by the end of the next regular semester, but the Report of Change of Grade is not submitted to the Registrar before the temporary grade converts to FIN, the Registrar may accept the grade provided that the instructor and department chair confirm, in writing, that the student submitted the completed work by the deadline of the end of the next regular semester.

However, if the Report of Change of Grade is more than one semester overdue, it must first be submitted to the USSC for consideration, with a letter on departmental letterhead explaining the reasons for the late submission.

B. If, for serious reasons, students are unable to resolve a temporary grade of INC before conversion to FIN, they may request special permission from the USSC to complete the course. Instructors who are asked by former students to resolve an INC grade that has been converted to FIN should direct the student to the USSC to file an appeal before making arrangements for a makeup exam or receipt of outstanding coursework. If permission to resolve the grade is given, students may then complete the course with the instructor. If permission is denied, the grade will remain on the student’s record as FIN.
If you have questions regarding the above, please contact the USSC at 718-997-4486 for assistance.

**Graduate students**

INC grades for graduate students do not turn into FIN. A graduate student has until the last day of final exams after two regular semesters to finish an outstanding INC grade. After two regular semesters, the student may petition the Office of Graduate Studies/GSSC to allow extra time to complete the work and receive a letter grade. If the appeal is approved by the GSSC, then the faculty can contact the Office of the Registrar directly to change the grade.

**Can I request to change an INC to FIN grade before the end of the next regular semester?**

Undergraduate students cannot graduate with an INC grade. Students can submit a written request to the Office of the Registrar to change their INC grade to FIN grade if they know they will not be able to resolve their INC grade.