



# Marymount Manhattan

a college of the liberal arts

## Incomplete Clearance Plan

Student Name: \_\_\_\_\_

Faculty Name: \_\_\_\_\_

Year: \_\_\_\_\_

Semester:  Fall  January  Spring  Summer I  Summer II

Course Info: 

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Department                      Number                      Section

The grade of Incomplete (INC) is awarded by the instructor of a course ONLY upon formal request by the student. It is awarded ONLY when the majority of course requirements and assignments have been completed and the student must postpone, for serious medical or personal reasons, the completion of a particular final paper, report, examination, etc.

### Student

Please give reason for requesting this Incomplete:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Instructor

List below the course requirements this student must complete to receive a final grade:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List below the plan of evaluation that will be used to arrive at a final grade:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **BEFORE SIGNING, PLEASE READ CAREFULLY:**

I understand that my financial aid for next semester may be held up until my final grade has been submitted to the Center for Student Services, and that failure to complete this course may result in my being required to return some or all of my financial aid for this term.

I was not on probation during the last semester. (Students who are on probation **may not** apply for an Incomplete grade)

I understand that I cannot be considered for honors until my final grade is submitted.

I understand that incomplete grades for Fall and January must be converted to a letter grade by **March 1** of that academic year, and incomplete grades for Spring and Summer must be converted to a letter grade by **October 1** of that academic year. On March 2 and October 2, all INC grades are converted to F.

\_\_\_\_\_  
Student Signature                      Date

\_\_\_\_\_  
Faculty Signature                      Date