



MarymountManhattan

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

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Number

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Section

The grade of Incomplete (INC) is awarded by the instructor of a course 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 beyond his/her control, 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 which 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 removed by **March 1** of that academic year, and Incomplete grades of Spring and Summer must be removed by **October 1** of that academic year.

Student Signature

Date

Faculty Signature

Date