

INCOMPLETE GRADE REQUEST FORM

Name		Program	
Life Number		Phone #	
		E-Mail Address	

INCOMPLETE POLICY

Students in the Icahn School of Medicine at Mount Sinai and Graduate School are expected to complete all course requirements on time. Under extraordinary circumstances (such as medical emergency), a temporary grade of Incomplete (I) may be recorded for a student who is unable to complete course requirements. Students have one academic term to remediate an incomplete, after which time the incomplete is converted to a failing grade (F).

To receive an incomplete grade, the student must make a formal request using the Incomplete Grade Request Form. The form must be signed by both the student and the course director. The request will include the reason for the incomplete, the work yet to be completed, and the final date the work is to be completed. Final approval will be given by the student's advisor.

Return completed form with all signatures to the Office of the Registrar in Annenberg Building Room 12-80.

COURSE INFORMATION

Course Title		Course #	
Course Director Name			Credits

Reason for requested incomplete (Please attach any supporting documentation necessary):

Requirements still to be completed

Deadline for course completion:	____ / ____ / ____
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Course Director Signature		Date	
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BY SIGNING BELOW I ACKNOWLEDGE THE FOLLOWING:

- 1) Course requirements must be met within one academic term or less to allow for the course final grade to be issued.
- 2) I understand failure to complete course requirements within one academic term will result in a final F grade issued.

Student Signature		Date	
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FINAL APPROVAL

Advisor Signature		Date	
Registrar/Assoc. Registrar Signature		Date	