Office of the Registrar
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Icahn School of Medicine at Mount Sinai

APPLICATION FOR COURSE EXEMPTION

Deadline for Final approval and completed signatures is 10 working days after start of course

Name:		**Program**	

Life Number:	**☎:**	**E-Mail:**

Course Name:	**Course #:**	**Credits:**

I AM AWARE THAT I AM RESPONSIBLE FOR THIS COURSE'S CONTENT AND MATERIAL, IN ADDITION TO COMPLETING THE STIPULATIONS FOR EXEMPTION SET FORTH BY THE COURSE DIRECTOR.

Student Signature:	**Date:**

EXEMPTION INSTRUCTIONS & POLICY

A student may be granted an exemption from a required course if the student can demonstrate evidence of mastery of the course subject.

HOW IS AN EXEMPTION GRADED?
Students will be assigned a grade of EX. The EX grade(s) are not calculated in the students GPA (If applicable).

HOW DO I APPLY FOR AN EXEMPTION?
1. Register in the course(s) you are applying to be exempted from. Thus, if your application for exemption is not granted you will be properly registered for your required course(s). Attend all classes until an exemption has been granted.
2. Complete the Application for Course Exemption Form. Note that the deadline for the completed form including signatures is 10 working days from the start of the course.
3. Attach all appropriate supporting documentation (e.g. transcript, course syllabus) that will assist in the evaluation of your application.
4. Submit the completed, signed form and its supporting documentation to the course director for review.
5. Submit signed form to Priya Sikka, Administrative Director, Medical Education Curricular Affairs(Annenberg 13-30). The appropriate program/coordinator will evaluate your application. If your application for exemption is approved, your registration in the course(s) will be changed to reflect an exemption

COURSE INFORMATION & APPROVAL

☐ Approved	☐ Not Approved

☐ Approved with stipulations: (List below)

Course Director:	**Course Director Signature:**	**Date:**

FINAL APPROVAL

☐ Approved   ☐ Not Approved

Program/Institutional Director:	**Signature:**	**Date:**

3/2013