COLUMBIA

Student Name: _____ **UNI:** _____

Department: _____ **Degree:** _____

Incomplete Notations (INs) are extensions intended to be used sparingly and only when a student has met the participation expectations of a course and if the faculty has determined that remaining coursework can reasonably be completed in the few weeks immediately following the deadline for submitting grades. The full policy on the Incomplete Notation is available in the Student Handbook. To request an Incomplete Notation, students in cooperation with their faculty must complete this form in its entirety and email to msph-enrollment@cumc.columbia.edu.

Course information and reason to be provided by student:

Semester: _____ **Course Code:** _____ **Section #:** _____ **Call #:** _____

Course Title: _____

Reason for requesting Incomplete Notation:

Missing requirement information to be provided by faculty:

Student will complete the following course requirements:

Student will complete the noted requirements by the following date*:

*Requirement deadlines must be set for on or before the final dates by which INs must be reconciled published in the Academic Calendar.

Resulting grade should the above requirements not be met:

By signing below, all parties are acknowledging a full understanding of and agreement to the above. All parties will retain a signed copy of this agreement for their records.

X _____
Student Signature   Date

X _____
Faculty Signature   Date

X _____
Enrollment Management Signature   Date