

Policy Title: Registration and Transcripts		
Accountable Dean or Director: Senior Associate Dean for Student Affairs		
Reviewed By: Student Affairs Subcommittee	Approved By: Executive Oversight Committee	
Effective Dates: AY 2022/23	Review Dates: TBD	

PURPOSE AND SCOPE:

To provide information about transcripts, registration and withdrawal policies for medical students.

POLICY:

I. Academic Standing

Students may be terminated from a degree program at any time if, in the judgment of the Graduate School or the School of Medicine, a student fails to make satisfactory progress towards the completion of the degree (regardless of grades). The definition of satisfactory progress toward completion of the degree program may differ among degree offering units. Students should further familiarize themselves with the specific expectations of their degree program(s). Examples of unsatisfactory progress may include, but are not limited to, inadequate grade point average (GPA), inadequate research and/or research skills, failure to obtain satisfactory grades in required courses, clerkships, or electives, or failing the candidacy, comprehensive, or final oral examination and may also relate to the amount of time to complete the required milestones of the curriculum.

Status of probation, suspension, and dismissal are accurately and permanently reflected on a student’s transcript. Further detail regarding specifics of academic standing in the MD program, including academic difficulty, student conduct, and operation of the promotions committee, can be found in the ‘Academic Progress and Remediations’ and the ‘Student Conduct’ sections of this handbook.

Good Standing

A student will be considered in Good Standing if they are not in Serious Academic Status (see section on Academic Progress and Remediation), they are otherwise meeting the academic expectations of their degree program, and remain free of any academic or administrative “holds.”

Probation

Students in poor academic standing may be placed on probation by the Dean for Medical Education or the Dean for the Graduate School, or their appointed representatives: Academic/Student Affairs Associate Deans in each school, the Promotions Committees, or Graduate School Program Directors. Once a student is placed on academic probation, scholarly progress must be made within a specific time period. Students on probation are considered enrolled.

Suspension

If we withdraw you for failing to maintain good standing, failing to meet the standard educational goals of the program, or if you are suspended from the School, you must spend a defined period of time away from the School. During this period, we may require you to successfully complete activities defined by the School's Dean, Promotions Committee, or Program Director (in lieu of a Promotions Committee) to be considered for readmission to the Icahn School of Medicine at Mount Sinai. Students on suspension are not considered enrolled. See specific sections related to Disciplinary processes in each specific program's section of the handbook.

II. Withdrawal and Readmission

Voluntary Withdrawal

A student may voluntarily withdraw from school at any time, upon application to the Senior Associate Dean for Student Affairs (MD students) or the Senior Associate Dean for Graduate Education (PhD and Master's students) or the Senior Associate Dean of Education (MD/PhD). A student who voluntarily withdraws may apply for readmission at a later time. Future reinstatement may be denied either at the time of the withdrawal or at the time of application for reinstatement for reasons deemed sufficient to the Admissions Committee. The Office for Student Affairs may require an Administrative Evaluation prior to acceptance of a withdrawal. Failure to comply would result in dismissal. For further information on withdrawing for a specific program, refer to the degree program section of this handbook.

Administrative Withdrawal

In certain circumstances, a student may be administratively withdrawn from the school. Examples may include, but are not limited to: a student who has exceeded two years on medical or personal leave or a student who fails to meet the technical standards required for medical education; a graduate student repeatedly failing to show up for lab or whose performance in the lab is below acceptable standards; an MD student failing Step 1 and Step 2 three times, who will be considered to have administratively withdrawn; any student failing to pay tuition, fees, medical insurance, or housing bills by the required dates.

Clearance

Clearance to withdraw is required. Students must complete the [Request for Withdrawal form](#).

Readmission

MD and MD/PhD students seeking readmission after voluntary withdrawal must complete the AAMC/Icahn School of Medicine admission process. No guarantee of readmission is made to any student.

Hold

The Icahn School of Medicine at Mount Sinai utilizes a system of holds when students fail to meet standard educational obligations. A “hold”:

1. Prevents the release of a student’s academic transcript or any school documentation, eg enrollment verification letter
2. Freezes a student’s registration status so that they may not register for elective courses until the hold is resolved
3. Freezes a student’s registration status so that they may not be registered for M1, M2 courses until the hold is resolved
4. Freezes a student’s registration status so that they may not continue on to the next term until the hold is appropriately addressed by the student.

All financial obligations must be satisfied before a student can register for another term and continue their studies and/or research. Students with holds will not be eligible for financial aid refunds until the hold is appropriately addressed by the student.

Types of ISMMS holds: Admissions, Academic, Administrative, Student Health, Housing, Financial, and Registrar.

III. Transcripts

Official hardcopy and electronic copies of your Icahn School of Medicine at Mount Sinai transcript are available to students upon request. Requests for official transcripts require the verification of the identity of the student/alumnus requesting the transcript. Document request forms can be found on the [Medical School Forms web page](#). Transcripts and/or the MSPE cannot be sent out for students who are not in “Good Standing.” This includes but is not limited to academic, financial, housing, library, and health holds. To be considered "official" a transcript must:

- Bear the Registrar's signature
- Be physically or electronically stamped with the Icahn School of Medicine at Mount Sinai Seal
- Be sent directly from the Registrar's Office or the electronic transcript system to a designated person or institution
- Be on official transcript paper

Students may request an unofficial copy of their transcript for their personal records. This will be stamped "Student Copy" and may not be used for official purposes.

Students can also view and print an unofficial transcript from the Empower student web portal.