

Geisel Years 3 and 4 “Split” Checklist

*Student is responsible for completing this checklist and providing a copy of it to the Registrar upon completion. With rare exception, this process should be completed by **March 31st** of the 3rd year.*

- Review Years 3 and 4 Split Policy and Protocol (found on Clinical Education and Registrar webpages)

- Discuss plans with Assistant Dean for Medical Education (Dr. Susan Harper): Date _____

- Discuss financial implications of plans with Associate Dean for Admissions and Student Services (G. Dino Koff):
Date _____

- Discuss Plans with Associate Dean for Clinical Education (Dr. John Dick): Date _____

- Submit **Split Schedule** using Split Schedule Planner and **Paragraph** stating and supporting your intention to split to Associate Dean for Clinical Education: Date: _____

*Paragraph should outline reason for requesting extra time, overall goals for this extra time, and specific plans/proposals for scholarly activity. Students must provide **detailed plan for scholarly activity** in order to obtain final approval. Letter/email from faculty mentor of scholarly activity is required.*

- Submit Status Change Form to Office of Clinical Education: Date _____

“I will make every reasonable attempt to adhere to the proposed schedule. I will notify the Associate Dean for Clinical Education regarding any deviation from the schedule. I will schedule a meeting with the Associate Dean for Clinical Education near the end of the first year of my split to review my progress and discuss the coming year.”

Student name: _____ Student Signature _____

Date: _____

- Sign this form and submit to Registrar: Date _____