

Geisel School of Medicine

Year 3 and 4 Split Schedule and Elective Policy

Students may perform split schedules in years 3 or 4 if:

- Mandated by the CSPC for academic reasons or requested by the student.
- A proposed schedule, including the program of electives, must be approved by both the Associate Dean for Clinical Education and the Senior Associate Dean for Medical Education. If the split is mandated by the CSPC, the Chair of the CSPC must approve instead of the Senior Associate Dean for Medical Education.

The Split Scheduling Plan must meet the following criteria:

- Weeks/credits must be evenly distributed over the two years of the split, such that the number of credits in each year must be within 4 credits of the other year.
- **Students must take a minimum of 8 credits each term, Fall (July-Dec) and Spring (Jan-June), with no more than 3 months off between credits.**

Elective Credit may be given for each elective course or rotation that:

- Has a defined curriculum.
- Has an identified sponsor/preceptor.
- Has been approved by the Associate Dean for Clinical Education if it is a non-established rotation.
- Has been registered for appropriately with the Geisel Registrar's Office.
- Results in at least a passing grade in a written evaluation by the preceptor.
- Does not exceed an elective total of **36 weeks** (including electives done in Year 3).
- Electives must be taken for credit as non-credit electives are not permitted. Summer research experiences producing income or other paid research assistantships or paid fellowships will not be given credit. Certain experiences with stipend support may be eligible. Please seek approval from the Associate Dean of Clinical Education.

Only Electives for which a student officially registers will appear on the transcript.

- Students are responsible for knowing registration procedures, deadlines and the associated fines.
- Letters regarding electives, other than the final evaluations, may be filed in the Office of Clinical Education and may be used in writing the MSPE or other letters of recommendation.
- Students on split schedules may receive a maximum number of elective credits of **36 weeks**.
- Students may not retroactively receive credit for rotations completed without appropriate completed paperwork on file with the Geisel Registrar's Office.
 - In extenuating circumstances, a petition may be submitted to the Associate Dean for Clinical Education for an exception. If an exception is granted, credits will be awarded and the student will be fined according to Geisel School of Medicine policy.

Tuition

- Tuition for a split year will total the tuition for a single year, plus a \$7,500 split fee and one half of the increase in tuition for the second year, with appropriate student fees.
- Students on split schedules who wish to receive credit for more electives than **36 weeks** will be assessed additional tuition on a pro-rated basis.