



## YEAR 3 & 4 SPLIT POLICY-PROCEDURE

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### Procedure

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#### PROCEDURE

- 1) Student will be referred to the Associate Dean for Clinical Education for discussion and planning of split by the following:
  - a. Mandated by the CSPC for academic reasons
  - b. Self-referral (self-referred students shall notify the Office of Clinical Education as soon as they begin consideration of splitting; students planning to split 4<sup>th</sup> year should make every attempt to let the Office of Clinical Education know by **March 31st** of their 3<sup>rd</sup> year)
  - c. Referral by Assistant Dean for Medical Education
  - d. Referral by Senior Associate Dean for Medical Education
- 2) Prior to meeting with the Associate Dean for Clinical Education the student will:
  - a. Review the Years 3 and 4 Split Policy and Protocol
  - b. Meet with Associate Dean for Admissions and Student Services to review financial implications of split
  - c. Prepare a paragraph statement that indicates the reason for splitting
- 3) Student will meet with the Associate Dean for Medical Education
  - a. Policy will be reviewed
  - b. Reason for split will be reviewed
  - c. Scheduling Plan will be drafted
- 4) Associate Dean for Medical Education will:
  - a. Sign Status Change form OR recommend further split plan development
  - b. Prepare packet for final approval by the Senior Associate Dean for Medical Education
  - c. Maintain copy of packet in Office of Clinical Education
- 5) Senior Associate Dean for Medical Education will:
  - a. Grant or Refuse permission to split
  - b. If permission given, Senior Associate Dean for Medical Education will sign status change form and send it to the Registrar
- 6) Registrar will:
  - a. Will make necessary student status changes
  - b. Notify essential faculty and student of new status
  - c. Maintain a list of split students
- 7) Associate Dean for Clinical Education will:
  - a. Schedule meeting with student half way through split years to review schedule and plan
  - b. Notify Registrar of any major deviation (change in number of electives, scheduling of GAM/NEURO/SUBI) to a student's split year schedule
- 8) During the split years the student will be responsible for:
  - a. Notifying the Associate Dean for Clinical Education of major deviation to the proposed schedule

- b. Remaining abreast of necessary deadlines and orientations as announced by the listservs

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**Procedure Administration**

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<b>Application:</b>	Year 3 & Year 4 Students	<b>Date Created:</b>	8 Oct 2013
<b>Responsible Office:</b>	Office of Clinical Education	<b>Date Reviewed:</b>	
<b>Written By:</b>	John F. Dick III, MD Associate Dean for Clinical Education	<b>Date Revised:</b>	
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