YEAR 3 & 4 SPLIT POLICY-PROCEDURE

Procedure

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 4th year should make every attempt to let the Office of Clinical Education know by March 31st of their 3rd 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 listserv

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