

DARTMOUTH MEDICAL SCHOOL
OFFICE OF THE REGISTRAR HB 7090
1 Medical Center Drive, Lebanon, NH 03756

STATUS or PROGRAM CHANGE FORM

This form must be completed whenever your course of study is changed or delayed and this change or delay effects your **Year of Study, Type of Degree Program or intended Date of Graduation**. *Please read the important information on the reverse side of this form regarding elective policy and 3rd and 4th year split schedules. Remember that it is your responsibility to contact other offices needing to know about these changes. (Student Affairs, Fiscal Office, Financial Aid, Dick's House and notification to Mail Services of any address change)*

1. Please complete the form, sign and date.
2. Attach a written statement explaining the reason for the change and a schedule outlining your planned course of study.
3. Bring the form, written explanation and schedule plan to an Advising Dean for review and approval.
4. Obtain final approval from the Assoc. Dean of Medical Education or, if this change has been mandated by the CSPC, the Chairperson of the CSPC.
5. Submit the form to the Office of the Registrar, DHMC, Rubin 4 for final processing.

NAME _____ DMS YEAR _____ / _____
Please print *YOG Level*

CURRENT PROGRAM: MD BROWN MD/PH.D MD/MBA

ACADEMIC SCHOLAR My **NEW program of study is** _____

THERE IS NO CHANGE TO MY PROGRAM AT THIS TIME

I REQUEST THAT MY DMS STATUS BE CHANGED AS FOLLOWS:

Leave of Absence Medical Leave of Absence Withdrawal from DMS

Brown transfer Other transfer to _____

Split Year *Please circle year to be split* **1 2 3 4** New Year of Graduation _____

Your signature

Date

Signature of Advising Dean

Date

Signature of Dean for Medical Education or

Date

Chairperson of CSPC (when change is related to a CSPC decision)

rev5/00

Years III and IV Split Schedule and Elective Policy

I. Split Schedule

- A. Students may perform split schedules in years III or IV if:
 - 1) mandated by the CSPC for academic reasons, or
 - 2) requested by the student and approved
- B. In both cases, the schedule, including the program of electives, must be approved by Eric Shirley, M.D. (Office of Clinical Education) and David Nierenberg, M.D. (Office of Medical Education)

II. Elective Credit

- A. Credit may be given for each elective course or rotation that:
 - 1) has a defined curriculum;
 - 2) has an identified supervisor/preceptor;
 - 3) results in at least a passing grade in a written evaluation by the preceptor.
 - 4) does not exceed a total of **32 weeks**; (see IV.B. below) and
 - 5) has been approved by the Assistant Dean for Clinical Education.
- B. Electives must be taken for credit, non-credit electives are not permitted.
- C. 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 Office of Clinical Education.

III. Transcript

- A. Electives in which a student registers will appear on the transcript.
- B. Electives or other experiences taken without timely and complete enrollment paperwork on file with the Office of the Registrar will not appear on the transcript.
- C. Letters regarding electives, other than the final evaluations, may be filed in the Office of Clinical Education and may be used in writing the Dean's letter or other letters of recommendation.
- D. Students on split schedules may receive a maximum number of elective credits of **32 weeks** for years III and IV combined
- E. Students may not retroactively receive credits for experiences started or completed without timely and complete registration paperwork on file with the Office of the Registrar.

IV. Tuition

- A. Tuition for a split year will total the tuition for a single year plus a small fee. (Full tuition is paid the first year, then one half of the increase in tuition is paid the second year, plus appropriate student fees.)
- B. Students on split schedules who wish to receive credit for more electives than **32 weeks** will be assessed additional tuition on a pro rata basis.