Students who drop a required course should get permission from the Committee on Student Promotions (CSP) and the respective IOR(s). The CSP and course IOR(s) will make a collaborative decision on the request. The final decision on the mark assigned to the course and the course credit given (if any) is up to the IOR(s) based on the SOM Bylaws and Regulations.

**Section to be completed by requesting student:**

Course being dropped:

Specifics of request (be brief):

Reason why drop is being requested and when you plan to complete/retake the course (be brief):

Student Signature and Date
Section to be completed by IOR(s):

Request for Credit       _____ Approved       _____ Not approved

Course mark to be assigned       _____ I        _____ Y

Notes:

1. An ‘I’ (incomplete) mark can only be assigned if student’s work is of passing quality and is incomplete for good cause (http://registrar.ucdavis.edu/records/grades/incomplete.cfm)

2. If an “I” grade is assigned, UCD policy requires completion of uncompleted work within 3 succeeding quarters in residency or an “F” grade will be assigned. All “I” grades are referred to the CSP.

3. If a ‘Y’ mark is assigned, student will be referred to CSP for remediation.

Is student to receive partial credit for work       _____Yes      _____No

If yes, please specify what components the student has yet to complete (and their duration, if pertinent):

__________________________________________________________________________________

IOR Signature and date ________________________________________________________________

Signature of Curriculum Manager_____________________________________________________

Signature of Financial Aid Director___________________________________________________

Student to email completed form to the Committee on Student Promotions staff
(carol.harper@ucdmc.ucdavis.edu). The CSP will review your request and respond within 3 weeks.

Relevant Course Drop Policies can be found on the next page.
**UCD SOM Policy**

All course drops need CSP approval.

**Pertinent UC Davis SOM Bylaw:**

76 (C) Drop Policy

(1) The Instructor of Record may establish a course-specific policy that governs the student’s option to drop that course. Where a course-specific drop policy is established, it must be made available to the student in the course syllabus or in writing at the time of course enrollment. If a course-specific drop policy has not been established, then the drop policy for the course defaults to the School of Medicine drop policy. Exceptions to the course-specific or School of Medicine drop policy may be granted only with the approval of both the Dean-level administrative officer whose portfolio includes curriculum and the Instructor of Record. The default School of Medicine policy allows students to drop a course at or before: (Am. 2/17/13)

(a) 40% of the scheduled course hours have been completed (scheduled course hours is defined as the number of all scheduled contact hours for that student, in that course. This includes, but is not limited to laboratory, discussion, and lecture); or, (Am. 2/17/13)

(b) 40% of the available course credits have been assigned (e.g., a course that includes ten 5 point quizzes and a 50 point final would permit a drop up to the eighth 5 point quiz), if this occurs before 40% of the scheduled course hours have been completed. (Am. 6/25/08, 2/17/13)

**3rd IOR clerkship policy**

Students taking any one of the required clerkships (IMD 430, FAP 430, SUR 430, PED 430, OBG 430, PSY 430) will only be allowed to drop the course at the discretion of the IOR(s) of that clerkship, who in consultation with the Associate Dean for Curriculum and Competency Development, feels that the student's circumstances are extenuating. Otherwise, there is no predefined period of course completion in which a student may drop the clerkship without penalty (i.e. Y, I, or F).

**Administrative Requirements:**

Students who drop one or more courses should keep in mind the number of units required to receive financial aid each quarter.

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<thead>
<tr>
<th>CC:</th>
<th>SADME/ADSA</th>
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<tbody>
<tr>
<td>Student</td>
<td>Faculty Mentor</td>
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<tr>
<td>Registrar</td>
<td>Curriculum manager</td>
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<td>Financial Aid</td>
<td>IOR</td>
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<td>Student Records</td>
<td>CSP Staff</td>
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