Students must initiate a formal request to drop a preclinical or clerkship course and get permission from:
1) the Senior Associate Dean of Medical Education (SADME) or the Associate Dean for Student Affairs (ADSA) and 2) the respective course IOR. The SADME/ADSA and the course IORs will make a collaborative decision on the request. However the final decision on the mark assigned by the course and the course credit given (if any) is up to the IORs.

Section to be completed by requesting student:

PLEASE PRINT & COMPLETE

Specifics of request (briefly):

Reason why drop is being requested (briefly):

Number of complete weeks of course(s) completed: ______________ out of (#) ___________weeks

Student Signature and Date____________________________________________________________

Student to take form to SADME or ADSA

Section to be completed by SADME /ADSA

Request ______Approved ______Not approved

If approved, suggested course mark to be assigned _____I _____ Y

Notes:
1. An ‘I’ (incomplete) mark can only be assigned if student work is of passing quality and is incomplete for good cause (http://registrar.ucdavis.edu/records/grades/incomplete.cfm)
2. If a ‘Y’ mark is assigned, student will need to interact with CSP for determination of remediation

I discussed potential implications of student request on ability to complete graduation requirements within 4 years of matriculation, and on financial aid. I have also directed the student to the appropriate leave paperwork.

SADME/ADSA signature and date ______________________________________________________

(ADSA/SADME to forward form to Curriculum Managers for routing to IOR(s))
Student Name: ___________________________________________  ID: ____________________

Section to be completed by IOR(s):

Request  _____Approved       _____Not approved

Course mark to be assigned       _____I _____ Y

Notes:
1. An 'I' (incomplete) mark can only be assigned if student work is of passing quality and is incomplete for good cause (http://registrar.ucdavis.edu/records/grades/incomplete.cfm)
2. If a 'Y' mark is assigned, student will need to interact with CSP for determination of remediation

Is student to receive partial credit for work  _____Y _____N
If yes, please specify what components the student has yet to complete (and their duration, if pertinent):

________________________________________________________________________

IOR Signature and date _____________________________________________________

(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 or F).

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