

<b>Policy Title</b>	<b>Phase 4 Add/Drop Policy</b>
<b>Policy Intent</b>	
<p>This policy seeks to clarify for students and course coordinators and directors, the rules by which a student may drop or add a course, whether an elective or a Sub-Internship, during Phase IV.</p> <p>Given the very limited number of enrollment slots available for a course (especially clinical courses), dropping a course too close to the start date of a course limits the ability to fill the slot in a timely and fair way. It is hoped that the clarity of this policy will encourage students to drop courses in a timely way so as to enable other students to enroll as soon as space becomes available.</p>	
<b>Policy Definitions</b>	
<p><u>28-day window</u>: Start with the 28<sup>th</sup> day through the 1<sup>st</sup> day prior to the start of the course.</p> <p><u>Enrolled in a course</u>: On the 28<sup>th</sup> day prior to the start of a course, any student on the course roster is considered “enrolled” for the purposes of this policy.</p> <p><u>Course Roster</u>: A list of students signed up for the course through the student scheduling software that is officially generated by the Office of Student Affairs.</p> <p><u>Drop</u>: A “drop” from a course means that there is no record of the course on the student’s transcript.</p> <p><u>Withdrawal</u>: A “withdrawal” from a course means that the course is listed on the student’s transcript with a permanent grade of “W.”</p> <p><u>Late Add</u>: A course enrolled in by a student within the 28-day window prior to the start of the course.</p>	
<b>Policy</b>	
<p>A student is considered enrolled <b>28 days prior to the start of a course</b>. Once a student is enrolled in a course, he or she must complete it. In extreme circumstances, a student may be allowed to “drop” the course with appropriate approval. It is at the <b>discretion of the Electives or Sub-Internship Director</b> whether the student can leave the course. Leaving a course after it has started may result in a permanent grade of “W” (e.g., withdraw) on the transcript.</p> <p>In order to drop a course within the 28 day window, the student must contact the Electives or Sub-Internship Director with a specific rationale for why they are dropping the course late.</p> <p>Students may add courses within the 28 day window only if there is space available. Students should submit requests to Electives or Sub-Internship Director.</p> <p>Student should not make requests to the specific Course Director. Lack of adherence to this policy will result in rejection of the request.</p> <p>A student may appeal a decision on his or her request to the Assistant Dean of the Clinical Core.</p>	

Information Related to Policy Implementation
<b>Related Policies</b>
[None listed.]
<b>Implementation Guidelines</b>
<p>In addition to making a request directly, students may ask the OSL/Student Records Manager to forward the requests to add/drop to the Electives or Sub-Internship Director.</p> <p>Interview season is not an exception to this policy. Students should plan their schedule appropriately in order to meet the credits needed for graduation and ensure flexibility during the interview season.</p> <p>Start and stop dates for courses are not flexible. Courses are set prior to the beginning of the year with fixed credits. Please be aware of this when scheduling away rotations.</p> <p>Annually students are informed of this policy at informational session in the Integrated Clinicians Course (ICC) and in the “Red Book” given to students and available on the elective website.</p>

Policy Title	Phase 4 Add/Drop Policy
<b>Policy Summary</b>	This policy describes the dates by which a student may change their enrollment status in a course. Students must comply the stated time frame or receive the appropriate approvals in order to drop or add a course without consequence.
<b>Policy Scope</b>	Students enrolled in Phase IV of the Medical Degree Program, at the University of Colorado School of Medicine.
<b>Effective Date</b>	AY 2017-2018, start of Phase 4
<b>Target Review Period</b>	Yearly
<b>Primary Governance Cmte</b>	Student Life Steering Committee, Clinical Block Directors Committee
<b>Unit or Persons involved in Implementing Policy</b>	Specific course director and coordinator, Director of Sub-Internships, Director of Electives, Office of Student Life
<b>CUSOM Website Location</b>	TBD
<b>Other Locations</b>	Red book, White book and Electives Website
<b>Authorization/Change History of Policy</b>	
12/20/2016	Approved by the Subinternship Directors Committee.
12/7/2016	Approved by the Student Life Steering Committee, with the addition of language enabling students to appeal to the Assistant Dean of the Clinical Core.
3/21/2016	Placed into new policy template.
11/30/2015	Email approval by Electives Director, Tai Lockspeiser to the following persons: Brenda Bucklin (Assistant Dean of the Clinical Core), Adam Trosterman (Director of Sub-Internships), Terri Blevins Assistant Dean of Student Affairs), Michele Doucette (Assistant Dean of Curriculum), Maureen Garrity (Associate Dean of Student Life), and Robert Anderson (Senior Associate Dean of Education).