



Office of Medical Education
 4610 X Street, Suite 4202
 Sacramento, CA 95817
health.ucdavis.edu/mdprogram/

Course Drop Form
 Committee on Student Promotions (CSP)

One form required per course. All information is required to file Course Drop Form. The Course Drop Form is to be used to drop a course or clerkship for personal or academic reasons. Examples include medical emergencies lasting more than one week or failing Step 1. Credit for work completed will be determined by the course IOR.

Per Regulation 60(A)(1), the Committee on Student Promotions, in consultation with the relevant course IOR(s), will make the final determination about allowing students to drop a required medical school course. (UC Davis School of Medicine Bylaws and Regulations, Am: 8/28/15)

TO BE COMPLETED BY STUDENT

Name: _____ / _____ / _____
Last First Middle

Student ID Number: _____ Class of: _____

Course Name & Number (e.g. MDS 479): _____ CRN: _____ Units: _____ Quarter/Year: _____

Names(s) of Instructor(s) of Record: _____

Briefly explain why drop is being requested: _____

When do you plan to retake the course?: _____

Student Signature: _____ Date: _____

TO BE COMPLETED BY INSTRUCTOR(S) OF RECORD

If student is to receive an Incomplete (I) grade for this course, complete Incomplete Grade Agreement rather than Course Drop Form.

Will student receive partial credit for work completed in course? Yes No

IOR Signature: _____ Date: _____

IOR Signature: _____ Date: _____

Curriculum Manager Signature: _____ Date: _____

CSP DETERMINATION

Date reviewed by CSP: _____ Approved Approved with modifications Denied More information needed