

**YALE UNIVERSITY
SCHOOL OF MEDICINE PROCEDURE**

STEPS FOR SWITCHING OUT OF SMALL GROUPS

- Student must speak to course director.
- Student must speak with the small group leader he/she wishes to leave.
- Student must speak with the small group leader he/she wishes to join.
- Student must inform the Manager of Integrated Courses.
- Manager of Integrated Courses must acknowledge email from student.
- If any of the steps above were not followed Manager of Integrated Courses must inform student of missing step and assure that student follows policy.
- Manager of Integrated Courses must update relevant small group list to keep an accurate record.