

OFFICIAL PROTOCOL

DROP/ADD ELECTIVES

Dropping Electives

In general, students should not “**drop**” a rotational elective once a semester begins. Students may “**drop**” a rotational elective through the Department Office six weeks prior to the start of the rotation as long as the “**drop**” does not reduce the number of students enrolled below the minimum required. However, if the elective rotation requires ICU/emergency scheduling, dropping these electives (i.e. supplemental electives) must be requested at least eight weeks prior to the beginning of the rotation. **This policy does NOT apply to Exotics and/or Shelter Medicine which can only be dropped during the lottery process.** If a student requests to drop a rotational elective after the six or eight -week date, a student may drop if he/she provides a peer replacement. If the student is unable to locate a peer replacement, a written request must be submitted to the Department Head explaining the reasons for making this request. The Department Head will review the circumstances and a decision will be made on a case by case basis with consideration of the minimum and maximum number of students, and the effect the drop has on the ICU/Emergency schedules.

Adding Electives

Seniors may add an elective rotation six weeks prior to the start of the rotation as long as the maximums haven’t been met and as long as the elective does not require ICU/emergency scheduling. If the elective includes ICU/emergency duties, notification is required eight weeks prior to the start of the rotation in order to add the elective.

These add/drop deadlines are for scheduling purposes only. For tuition refunds on classes that you drop, University deadlines are much earlier and they determine whether you get a 100% refund, a 50% refund, or no refund. The Clinical Sciences office cannot guarantee a refund of a dropped rotation once enrollment for the semester closes. Drop/add requests after enrollment must be submitted through main campus for review and determination.