



Cornell University  
College of Veterinary Medicine

### **ADD/DROP POLICY**

The college allows one week at the start of each distribution period for changes to enrollment or grade option in classes which begin in that period. Enrollment changes during this open add/drop period may be made on the self-service website (<http://studentcenter.cornell.edu>) unless otherwise instructed. After the first week of instruction, a course may be added with permission of the instructor and a \$100 fee will be assessed.

Dropping a course after the first week of instruction will result in a W on the student's transcript and an assessment of a \$100 fee.

The student should check his/her enrollment record on <http://studentcenter.cornell.edu> two- to three-business days after submitting an add/drop request to verify that the transaction has been recorded. A late fee of \$100 per course will be charged for correction of errors reported later than one week after the end of the applicable add/drop period.

Credit will not be awarded for a course in which the student was not officially enrolled, even if the student attended all classes and completed the work. This is a Cornell University policy that may not be waived by the college.

Clinical Rotation Assignments: Clinical rotation scheduling begins late spring of their second year. Changes to those assigned schedules—whether they affect required distribution or totally elective repeat rotations—will be allowed only in emergency situations. Requests for changes and/or additions to Clinical rotation schedules must be requested in writing via email to the registrar at **least ONE MONTH PRIOR** to the start date of the requested change or addition. Changes are made upon availability.