STATEMENT 3.4.9 – Statement on Elective Changes Following the Add/Drop Deadline

Approved by:	**Curriculum Committee**
Date of original approval:	**April 2014**
Date of last review:	
Date of next scheduled review:	**November, 2017**

I.   PURPOSE

Other changes to your electives (non-lottery electives) may be possible following the add/drop deadline but **they may not be done on-line (Single Sign On).** Lottery elective deadline is mid-April; deadline for complete elective schedule is July 4th (this complete schedule can still be tentative as students may still be awaiting confirmation for external electives applied for).

II.   STATEMENT

1.0 If, for any reason, you need to change an elective following the deadline, you must ensure you follow the procedures below:

   1.1 Email the Year 4 Electives Administrator, Dawn MacDonald (dawn.macdonald@schulich.uwo.ca), with details of the elective you will be dropping and the elective you would like to replace it with (along with a copy of the electronic confirmation of the new elective). Electives must be approved _prior_ to the elective being changed. Only Schulich-based electives can be revised by the UME administrator. All AFMC portal changes must be completed by the student via their AFMC account.

   1.2 Once your proposed changes have been approved, immediately contact the Admin. Coordinator(s) for the elective(s) you are dropping to allow another Schulich or visiting student to add it to their program as required (see contact on Year 4 website).

   1.3 Please include the block number and Schulich elective in your email.

   1.4 If you are dropping a non-Schulich elective, please notify dawn.macdonald@schulich.uwo.ca Also, if the electives were arranged via the AFMC portal, **please follow the cancellation guidelines as indicated in the AFMC Portal for that particular school so they may accommodate other students who are interested in picking up the elective you are dropping**. If the elective is not through a university elective program, or outside of Canada, please make sure to notify the administrator/preceptor that you are cancelling their elective.

   1.5 Copy the Year 4 Electives Administrator on the email you send to the Administrative Coordinator so the system can be updated.

   1.6 Please send the Year 4 Electives Administrator confirmation letters or emails for any non-Schulich elective you are picking up.

   1.7 Duplicate electives are not permitted – students are only allowed one elective per block and must cancel/delete electives within 7 days of accepting a second elective for the same block.

   1.8 NOTE: Although AFMC elective updates are automatically updated within the Schulich system, this does not mean that duplicate electives will be automatically deleted from the system. You must notify the Elective Administrator that this change needs to be made.