

Block Change Form

This form should be remitted to the Clinical Coordinator in person or by email to cvm-clinicalcoordinator@ncsu.edu. If approvals are needed, they should be attached to the document.

Student Information

Name: _____ ID #: _____
 Email Address: _____@ncsu.edu Choose One _____ NCSU _____ Ross _____ SGU

Focus Area (NCSU only)

Clinician Scientist Epidemiology Equine Food Animal
 Lab Animal Mixed Animal Pathology Small Animal
 Small & Exotic Animal Zoological Medicine

Procedures

Students will not need coordinator approval for block changes if they meet the following requirements:

- The student is not impacting the min/max listed in CRESS for the rotation.
- The student is making the request at least three blocks prior, i.e. if a student is looking to make a change to block 19, they must make the change by 5 PM on the last Friday of block 16.
- The student is approved for the rotation. If instructor approval for the course is required, a student should seek this permission before attempting to add a rotation.
- Making the changes will still ensure a student is meeting their graduation requirements.

Students will need coordinator (by email or signature) approval if any of the following apply:

- The student is impacting the min/max listed in CRESS for the rotation.
- Please note: this should only be unavoidable circumstances out of the student's control. Student Services does have the opportunity to deny block changes that will negatively impact student learning if it drops below the min or above the max.
- The student is making the request after the 3 block prior deadline has passed.
- The absolute deadline for block changes will be the last Friday of two blocks prior, i.e. if a student is looking to change block 12, the absolute deadline will be the last Friday of block 10 at 5 PM.
- Students will not be permitted to make block changes to the upcoming block except in emergency situations.
- If they are adding to a block with no other students registered.

Reasoning

Please provide a brief reason for the change. *Note: reason will not negatively impact your ability to make the change(s).*

