

University of North Carolina at Chapel Hill School of Medicine Educational Policies

Article 1 Preliminary

Section 1.01 General Statement of Scope and Purpose

- (1) This document contains all the educational policies governing the Doctor of Medicine degree and is the only source of binding educational policy for that program.
- (2) The University of North Carolina School of Medicine Educational Policies will be divided into a portion labeled Policy and a parallel numbered Notes and Procedures portion.
- (3) The University of North Carolina School of Medicine Educational Policies are binding on all participants in the UNC-Chapel Hill (hereafter “University of North Carolina” or “UNC”) School of Medicine educational program including faculty, staff, and students.
- (4) Where the University of North Carolina School of Medicine Educational Policies conflict with other materials, documents, or statements of policy related to the UNC School of Medicine, the University of North Carolina School of Medicine Educational policies will control.
- (5) Where the University of North Carolina School of Medicine Educational Policies conflict with material contained in the Notes and Procedures portion, the Policies will control.
- (6) The University of North Carolina School of Medicine Educational Policies will always be interpreted consistently with the superior policies of The University of North Carolina at Chapel Hill and The University of North Carolina system.
- (7) All amendments to the Educational Policies and Notes and Procedures are effective immediately after completing the adoption procedures described in Sections 1.02 and 1.03.

Section 1.02 Amending University of North Carolina School of Medicine Educational Policies

- (1) The Policy portion of the University of North Carolina School of Medicine Educational Policies can be amended only through the following process:
 - (a) The Executive Associate Dean for Medical Education initiates the proposed amendment. This amendment initiation may be in consultation with or the result of suggestions from interested medical school groups outside the office of the Executive Associate Dean for Medical Education.
 - (b) The relevant committees and/or staff develop the proposed amendment after conducting research and gathering input. These committees/staff will then submit the proposal to the Curriculum Management and Policy Committee.

- (c) The Curriculum Management and Policy Committee reviews the proposed amendment. This committee will either:
 - i. return the proposed amendment to the committees/staff in 1.02(b) for revision of the proposed amendment, or
 - ii. approve the proposed amendment and submit it to the University Counsel.

- (d) The University Counsel reviews the proposed amendment and will either:
 - i. return the proposed amendment to the committees/staff in 1.02(b) for revision of the proposed amendment, or
 - ii. approve the proposed amendment and submit it to the School of Medicine Dean.

- (e) The School of Medicine Dean reviews the proposed amendment and will either:
 - i. return the proposed amendment to the committees/staff in 1.02(b) for revision of the proposed amendment, or
 - ii. approve the proposed amendment, putting it into full and immediate effect unless otherwise provided.

- (2) The Notes and Procedures portion of the University of North Carolina School of Medicine Educational Policies can be amended only through administrative action by the Executive Associate Dean for Medical Education and his/her associate and assistant deans, followed by approval from the Curriculum Management and Policy Committee.

Section 1.03 Violations and Dispute Resolution

- (1) Violations of the University of North Carolina School of Medicine Educational Policies will be processed according the procedures described in the relevant Article.

- (2) If procedures for addressing violations are not provided in the violated Article, then the Executive Associate Dean for Medical Education has exclusive authority to issue Directives of Compliance against the offending party(ies) and may institute other disciplinary action against the offending party(ies). This action may be appealed to the Dean of the School of Medicine.

- (3) Any dispute concerning the interpretation of these policies must be resolved by presenting a written request to the Executive Associate Dean for Medical Education, who will seek appropriate consultation and advice as she/he deems necessary. She/he will then issue a written interpretation to the requesting party. These written interpretations will become part of the Notes/Procedures.

Approved by CMPC January 27, 2005
Approved by Dean Golden March 8, 2005

Notes and Procedures Article 1

1.01(1) This Article along with the uniform parallel numbering system was implemented in 2002 as part of an effort to more strictly organize the existing educational policies of the School of Medicine.

1.01(2) The purpose of the Policy portion of the University of North Carolina School of Medicine Educational Policies is to set forth the briefly worded essential elements of the policy for the UNC School of Medicine. The Notes and Procedures portion of the document serves the purpose of elaborating and explaining the Policy portion. The Notes and Procedures portion may also include decisions or interpretations of the Policy portion worthy of note.

1.02(1)(a) The Executive Associate Dean for Medical Education is responsible for initiating all amendments to the UNC School of Medicine Educational Policies, but interested parties may make requests and advise him/her concerning an amendment.

1.02(1)(b) The Executive Associate Dean for Medical Education is responsible for appointing or assembling the appropriate groups to research and develop amendments after they are initiated.

1.02(1)(c) The Curriculum Management and Policy Committee may decide to bring in other groups to review the policy including the Course Director Committee or Curriculum Advisory Board.

1.02(1)(e) The Dean may allow the Dean's Advisory Committee to review and approve an amendment in his/her place.

Approved by CMPC January 27, 2005