TITLE OF POLICY
Electives Policy

PURPOSE AND SCOPE
Electives are an integral component of the Individualization Phase (traditional fourth year) curriculum, providing both breadth and depth to the clinical and research experience. Electives, though diverse by nature, must be a rigorous academic experience, in accordance with the UNC SOM Core Competencies. There are also a limited number of electives that may be taken during the Foundation Phase (and rarely Application Phase), provided the student is in good academic standing.

RESPONSIBLE PARTY AND REVIEW CYCLE
The Individualization Phase Committee will review the policy in even-numbered years as needed, and the Education Committee will approve it.

LCME REFERENCE(S)
LCME 6.5: Elective Opportunities

HISTORY OF APPROVALS AND UPDATES
Approved by the Education Committee April 2018
Amended and Approved by the Education Committee December 2019

POLICY

General Information on Electives
Electives fall into three categories: Clinical, Research, or General (includes exploratory, language, international, and concentration). A six credit hour elective consists of a minimum of 160 hours of educational and/or clinical activities over four weeks. A three credit hour elective consists of a minimum of 80 hours of educational and/or clinical activities over two weeks.

Electives may occur in any sequence although individual electives may have pre-requisites. Electives may be selected from:
- Electives in the UNC School of Medicine (UNC SOM) Course Catalog
- Course Catalog from other LCME-accredited Medical Schools
- Courses required during active duty service for those students with Military obligations.
- One-time electives designed by student and mentor.

Elective Graduation Requirement
Students must complete at least three, 6-hour electives to be eligible for graduation or complete a total

of 18 credit hours. No more than six credit hours (one elective) towards the elective graduation requirement may be carried forward from Foundation Phase or Application Phase into the Individualization Phase. During Individualization Phase, students are highly encouraged to select at least two electives from a Clinical category. Students may not take more than two, 2-week exploratory electives.

Timing and Eligibility of Foundation Phase Electives
First trimester Foundation Phase students may take a language elective, and a small selection of other electives. During subsequent Foundation Phase semesters and the two months between second and trimester trimesters, students in good academic standing (see specifics below) may take research, language, international, exploratory or scholarly concentration electives.

Students taking electives taken during Foundation Phase must meet the following requirements:
- The CAMPOS Spanish electives requires a pretest requirement. CAMPOS is the only elective that a first-year student may take in the first semester of Foundation Phase because its curriculum is based on a three-semester delivery model.
- Otherwise, students may take **one** elective during second and third semesters if they are in good academic standing. Good academic standing refers to the previous semester's performance and includes no course and block failures, no final course and block grades more than 2 standard deviations below the average, and no more than two unexcused absences.
- Exceptions to this will only be made if prior approval from student's advisor and the Educational Resources Coordinator. If a student wants to take a **second** elective, he/she must get prior approval from his/her advisor.
- New electives will only be added to Foundation Phase with approval of the Education Committee

Individualization Phase Elective Selection
Students must select electives as a component of their Individualization Phase schedules.
A student's college advisor reviews and approves all course selections for Individualization Phase, including electives.

Elective Grading and Evaluation
Electives taken during Foundation Phase will be graded P/F with the appropriate Foundation Phase Assessment Form.

Electives taken during Individualization Phase (and very rarely during Application Phase) will be graded H/HP/P/F with the appropriate Individualization Phase Assessment Form. The exception will be exploratory two-week electives, which will be graded P/F and have a separate assessment form. Exploratory two-week electives as away rotations will be graded H/HP/P/F.

Attendance to Electives
All electives will follow the UNC SOM attendance for the phase in which the elective takes place. Students who are unable to meet the requirements necessary to satisfy any elective experience should contact the Faculty Preceptor immediately. Student Advisor, Electives Director, and the

Office of Student Affairs should also be notified.

Management of Electives

The Electives Director oversees all electives offered at UNC SOM and for UNC SOM students.

Each Elective will have a designated UNC SOM Faculty Preceptor (in addition to a local preceptor for non-UNC sites) responsible for ensuring that:

- Electives have clear goals, objectives and evaluations.
- Evaluations of the student are completed in a timely fashion (per UNC SOM Timeliness of Grade Submission Policy).
- All failures are referred to the Student Progress Committee for review by Student Affairs.
- Students may not take an elective under the supervision of a family member.

Creation of Electives

All requests for new electives must be submitted via the electronic New Elective Form. The Elective Director and Elective Administrative Coordinator receive and review all requests.

- New Elective: Faculty must request a new elective no later than 6 months prior to the start of the elective.
- One-Time Electives: Faculty must submit request at least 4 weeks prior to the start date.
- Special Circumstances: The Associate Dean of Student Affairs must approve electives that fall outside this policy.

DEFINITION(S):

NA