## TITLE OF POLICY
Individualization Phase Scheduling and Add/Drop Policy

## PURPOSE AND SCOPE
This policy outlines the procedures for medical students who wish to add or drop courses in the Individualization Phase of the curriculum. It ensures transparency and fairness while maintaining the integrity of course capacities and clinical education schedules. Special procedures are included for high-demand courses, including the Neurology Selective and Critical Care.

## RESPONSIBLE PARTY AND REVIEW CYCLE
The Offices of Medical Student Education review this policy on an as-needed basis. The Individualization Phase and Education Committees approve it.

## LCME REFERENCES
N/A

## HISTORY OF APPROVALS AND UPDATES
Reviewed by the Individualization Phase Committee October 2025
Approved by Education Committee October 2025

## DEFINITIONS
**Neurology Selective**: a two-week required course offered in the 4th year (Individualization Phase) that is an MD program graduation requirement, starting with the Class of 2027

**Critical Care Selective**: a four-week required course offered in the 4th year (Individualization Phase) that is an MD program graduation requirement

**By Permission Only Course:** a course that requires students to obtain direct approval from the course contact prior to enrollment. Permission is typically granted based on site capacity. Students must secure this approval before submitting an add request through the official scheduling system.

## POLICY
### General Add/Drop Procedures
All schedule change requests must be submitted via the UNC School of Medicine Schedule Change Request Form.

### Standard Timeline for Requests
- All add/drop requests must be submitted at least 60 days prior to the course start date.
- For by permission only courses, students must secure permission from the course director before submitting an add request.

**Requests Made More Than 60 Days of Course Start**
If a student submits a request more than 60 days before the course start date, it will be processed as long as there is availability based on the course availability report.

**Requests Made Within 60 Days of Course Start**
If a student submits a request 60 days or within 60 days of the course start date, the following conditions must be met and documented in the schedule change request form. Students are encouraged to discuss changes with their college/campus advisor.
- The student must obtain approval from the course director of the course they wish to add.
- The student must obtain approval from the course director of the course they wish to drop.
- No changes will be allowed within 15 days of the course's start date except in extenuating circumstances (including, but not limited to, medical emergency, family emergency), documented in the schedule change request form.
- Requests made between 15 and 60 days prior to the course start date will be reviewed on a case-by-case basis and will require approval from both the Offices of Curricular Affairs and Student Affairs.

**Special Blocks Requiring Prior Committee Approval**
- Requests to add a course during Blocks 8, 9 or 10 must be approved in advance by the Office of Student Affairs.
- Students who have not yet received this approval may submit a request via the schedule change request form.

## Special Procedures for High-Demand Courses
### *Critical Care*
Critical Care is designated as a high-demand course due to limited site capacity, status as a graduation requirement for all Individualization Phase students, and its role in core clinical training. As such, the following scheduling restrictions apply:
1. Drop Restrictions
   Students may not drop a scheduled Critical Care course except under the following conditions:
   a. The student is swapping their Critical Care course for another available course scheduled in the same Round of scheduling. . OR
   b. The student is experiencing extenuating circumstances (including, but not limited to, medical emergency, family emergency) and receives approval from the Offices of Curricular and Student Affairs
2. Process for Requesting a Change
   a. All drop or swap requests must be submitted using the schedule change request form.
   b. For swaps within the same block, the student must list the replacement course on the form.
   c. For extenuating circumstances, the request must include a clear description of the situation and will be reviewed by both Curricular and Student Affairs.

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Neurology Selective

Neurology is also designated as a high-demand course and uses a pre-assignment scheduling process that occurs before the general clinical scheduling process.

1. Pre-Assignment Process
   a. All students will be pre-assigned to a Neurology Selective course and block in advance of general scheduling.
   b. Students will have the opportunity to indicate preferences for timing and specific course sites through a One45 preference form.
   c. Application Phase campus exemptions do not apply to the Neurology pre-assignment process as the Neurology Selective is a short-term commitment.

2. Drop/Add Restrictions
   a. A student may only request to drop or add a Neurology Selective due to extenuating circumstances (including, but not limited to, family emergency, medical emergency) and must receive approval from the Offices of Curricular and Student Affairs
   b. If a student is approved for an away rotation during the time period when they are assigned Neurology, they should fill out the schedule change request form and include information about the approved away rotation along with an available replacement course and block for the Neurology Selective. Requests will be reviewed on a case-by-case basis.
   c. The student must:
      i. Students are encouraged to review their drop/add request with their college advisor.
      ii. Submit a request via the schedule change request form indicating:
         1. The reason for the requested change.
         2. An available replacement course and block to take the place of the Neurology Selective.

3. Review and Approval
   a. All Neurology Selective drop/add requests will be reviewed by the Offices of Curricular and Student Affairs.
   b. Approval is not guaranteed and will be based on the circumstances of the request and course availability.