



**POLICY TITLE**

Amendment of Educational Policies

**PURPOSE AND SCOPE**

This policy outlines the process and authority to amend educational policies.

**RESPONSIBLE PARTY AND REVIEW CYCLE**

The Education Committee shall review this document within each even-numbered fiscal year, with consideration of CQI findings and LCME readiness milestones.

**LCME REFERENCE(S)**

LCME 8.1: Curricular Management

**HISTORY OF APPROVALS AND UPDATES**

Approved by CMPC January 27, 2005

Approved by Dean Golden March 8, 2005

Approved by Education Committee February 20, 2012

Approved by Education Committee July 20, 2015

Approved by Education Committee July 16, 2018

Updated and approved by Education Committee December 15, 2025

**POLICY**

The Educational Policies can be amended only through the following process:

1. The Senior Associate Dean for Medical Student Education or Associate Deans of Admissions, Curricular Affairs, or Student Affairs initiate the proposed amendment. The amendment may be initiated in consultation with or as a result of suggestions from interested groups or individuals both inside and outside the Offices of Medical Student Education, including Educational Effectiveness, Admissions, Curricular Affairs, and Student Affairs).
  - a. Amendments may also be initiated based on findings or recommendations from the Office of Educational Effectiveness or the CQI Committee, including data from CQI processes, LCME element reviews, educational outcomes analysis, or stakeholder feedback.
2. The Senior Associate Dean for Medical Student Education is responsible for appointing or assembling appropriate groups, as necessary, to research and develop amendments after they are initiated. 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 Senior Associate Dean for Medical Student Education.
3. The Senior Associate Dean for Medical Student Education forwards the proposed policy to the Education Committee for its review and approval.

**PROCEDURE(S):** N/A



**DEFINITION(S):**

- **Educational Policies**
  - Institutional policies that govern the design, delivery, assessment, and oversight of the medical education program.
- **Amendment**
  - A formal change or update to an existing educational policy, initiated through the process outlined in this document.
- **Continuous Quality Improvement (CQI)**
  - A structured, data-informed process for evaluating and enhancing educational effectiveness, curricular quality, and compliance with accreditation standards.
- **Office of Educational Effectiveness**
  - A sub-office within the Offices of Medical Student Education responsible for evaluating educational outcomes, supporting CQI processes, and ensuring alignment with accreditation standards and LCME expectations.
- **LCME Readiness Milestones**
  - Key dates and deliverables aligned with the Liaison Committee on Medical Education (LCME) accreditation cycle, including self-study phases, DCI submission, and site visit preparation.