



TITLE OF PROCEDURE

School of Medicine Offices of Medical Student Education: Procedure for Individualization Phase Course Scheduling and Dropping/Adding

PURPOSE AND SCOPE

This Procedure outlines the processes for medical students who wish to add or drop courses during the Individualization Phase of the curriculum. It ensures transparency and fairness while maintaining the integrity of course capacities and clinical education schedules. Specific procedures are included for High-Demand Courses.

This Procedure applies to students ("Students") in the University of North Carolina at Chapel Hill ("University") School of Medicine's ("SOM") Medical Doctorate (MD) degree program's Individualization Phase.

RESPONSIBLE PARTY AND REVIEW CYCLE

The Offices of Medical Student Education review this procedure on an as-needed basis. The Individualization Phase and Education Committees approve it.

LCME REFERENCE(S)

N/A

HISTORY OF APPROVALS AND UPDATES

Reviewed by the Individualization Phase Committee October 2025

Approved by Education Committee October 2025

DEFINITION(S)

Individualization Phase: The final fourteen (14) months of the medical school curriculum dedicated to the completion of graduation requirements and electives tailored to a student's career interest, beginning in March and ending in May of the following year consisting of:

- Two (2) Acting Internships
- One (1) Critical Care Selective
- One (1) Advanced Clinical Selective
- Four (4) Electives
- Two (2) Longitudinal Courses:
 - Science of Medicine and Social and Health Systems 5
- Transition to Residency (to be completed at the end of the phase)

High-Demand Courses: Refers to the Neurology Selective and Critical Care Selective.

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

Critical Care Selective: A four (4)-week required course offered in the 4th year (Individualization Phase) that is an MD degree 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 SOM's scheduling system, One45.

One45 Preference Form: Form within the SOM's scheduling system, One45, that allows Students to indicate their preferences for the timing and location of their Neurology Selective.

PROCEDURE

General Add/Drop Procedures

All schedule change requests must be submitted via the SOM Schedule Change Request Form located in One45.

Standard Timeline for Requests

- All add/drop requests must be submitted at least sixty (60) days prior to the course start date.
- For "By Permission Only" Courses, Students must secure permission from the course director via email before submitting an add request.

Requests Made More Than 60 Days before Course Start

If a Student submits a request more than sixty (60) days before the course start date, it will be processed if there is availability based on the course availability report.

Requests Made Within 60 Days of Course Start

Students are encouraged to discuss changes with their advisor. If a Student submits a request within sixty (60) days of the course start date, the following conditions must be met and documented in the Schedule Change Request Form:

- The Student must obtain approval from the course director for the course they wish to add.
- The Student must obtain approval from the course director for the course they wish to drop.
- No changes will be allowed within fifteen (15) days of the course's start date except in extenuating circumstances (including, but not limited to, medical emergencies, family emergencies, etc.). The extenuating circumstances must be documented in the Schedule Change Request Form.
- Requests made between fifteen (15) and sixty (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 via email.

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 emergencies, family emergencies, etc.) and receives approval from the Offices of Curricular and Student Affairs. Students should request this approval by emailing Student Affairs leadership at SALeadership@listserv.med.unc.edu.

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 Schedule Change Request Form.
- c) For extenuating circumstances, the request must include a clear description of the situation and will be reviewed by both the Offices of Curricular and Student Affairs.

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:
 - a. Review their drop/add request with their college advisor.
 - b. Submit a request via the Schedule Change Request Form indicating:
 - i. The reason for the requested change.
 - ii. 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) Following review, approval decisions will be communicated to Students via email. Approval is not guaranteed and will be based on the circumstances of the request and course availability.