

Distribution Procedure for New/Revised Policies

April 2020

1. Designated Approval Entity provides final approval of new/revised policy (ie, Education Council, Dean, Vice Dean)
2. Policy is updated on the Medical Student Policies website with "New as of [term]" tag by the Office of Accreditation and Quality Improvement (Education Council administrative support person sends policy). "New" tag is removed at the end of term (ex., "New as of fall 2020").
3. Email from Office of Accreditation and Quality Improvement administrative support person goes out to:
 - a. **SFC/CEC/CUMED/AC/EC Chairs**
 - i. Email is entitled "New/Revised Medical Student Policy Alert: [Policy Name]: [Date of Implementation]:"
 - ii. The title of the policy is hyperlinked to its url on the Medical Student Policies website
 - iii. Key changes/components of the policy affecting implementation are highlighted, as needed
 - iv. Policy Implementation Procedure is linked/attached to the email as a pdf
 - v. Chairs of the relevant committees disseminate the alert to their committee listserv with brief introductory language on recommended next steps
 - vi. Clerkship and/or course directors disseminate to site and/or discipline directors and their respective coordinators
 - vii. CEC members representing the electives and advanced selectives will disseminate to department contacts via listservs or email lists provided by the medical school administration



b. Office of Student Affairs (Central and Regional Campus)

- i. Email is entitled "New/Revised Medical Student Policy Alert: [Policy Name]: [Date of Implementation]:"
- ii. The title of the policy is hyperlinked to its url on the Medical Student Policies website
- iii. Key changes/components of the policy affecting implementation are highlighted, as needed
- iv. Student Affairs disseminates to students via appropriate mechanisms (ie, email, scheduled events)

c. Office of Curriculum (Central and Regional Campus)

- i. Email is entitled "New/Revised Medical Student Policy Alert: [Policy Name]: [Date of Implementation]:"
- ii. The title of the policy is hyperlinked to its url on the Medical Student Policies website
- iii. LMS (Canvas) Update - done centrally, pushed out to course sites, as needed
- iv. Canvas users notified through appropriate mechanisms

d. Policy Owner(s)

- i. Email is entitled "Policy Owner - New/Revised Medical Student Policy Alert: [Policy Name]: [Date of Implementation]:"
- ii. The title of the policy is hyperlinked to its url on the Medical Student Policies website
- iii. Body of email contains: "You are receiving this email as the owner of the indicated policy. This policy has been distributed to the relevant entities and posted to the Medical Student Policies website per the *Distribution Procedure for New/Revised Policies*.
No action on your part is required at this time."