

CODIFICATION COMMITTEE

Wednesday, March 11, 2026

CC 2200 | 2:00-3:30pm

Minutes

Present: Berg, Dietz, Newman, Reyes, Schuttler, Senbet

Zoom: Fogg

Absent:

Call to Order 2:01pm

Approval of the Agenda approved without objection

Approval of the 25 February 2026 meeting minutes without objection

Chair's Report/Announcements – No report

Unfinished Business

- Definitions
- Review Committees, Boards, and Councils Bylaws
- Check Senate Action Forms against the online Board Policy Manual (BPM) and Regulations
- Administrators Moving to or Returning to Faculty (Step-back policy) Revision (Salary Equity)
 1. The committee will complete revisions via email before sending the document to the Salary Equity Committee.

New Business

- College of Osteopathic Medicine (COM) Policies (Academic Policies Committee)
 - Policies will ne to be reformatted to follow the Board Policy Manual.
- UNC COM Grade Appeal Policy
 - Insert the full COCA name.
 - COM will insert the COCA standard.
 - In the preamble, insert the full COM name, “College of Osteopathic Medicine (UNC COM)”
 - Remove “consistent with UNC’s Academic Appeal Procedure and”
 - Replace “will” with “shall”
 - Grade Appeal Process
 - Step 1:
 - Remove “first”
 - The “Course Director” needs to be defined.
 - Insert “before initiating a formal appeal” at the end of the sentence
 - Step 2:
 - First Bullet:
 - Replace “3” with “three (3)”
 - Question from the committee: Why three days?
 - “business days” will need to be defined.

- Insert “posted” before “grade” and remove “being issued” at the end of the sentence.
- Second Bullet:
 - Begin the sentence with “Director/Assistant Dean of Student Affairs (or designee) may grant an extension”
 - Questions from the committee: Who is the “Director/Assistant Dean of Student Affairs”? UNC or COM? Is there a Dean of Student Affairs? Is there an Assistant Director? Why Director/Assistant Dean?
 - Remove “may be granted” and “, at the discretion of the Director /Assistant dean of Student Affairs (or designee).”
- Third Bullet:
 - Replace “/” with “and” and insert “, if any” at the end of the fifth point.
- In the second part of Step 2,
 - Replace “will” with “shall” and “3” with “three (3)” in the first sentence.
 - Remove “or out of scope”, replace “3” with “three (3)” and “1” with “one (1)” in the second sentence.
 - Questions from the committee: Why three and one day?
- Step 3:
 - Rewrite the title as “Initial Appeal to the Associate Dean”
 - Begin the first point as “The initial appeals shall”
 - Replace “will” with “shall” and “3” with “three (3)”
- Step 4:
 - First bullet:
 - Replace “the student finds” with “they believe” and “is” with “was.”
 - Insert “or” after “arbitrary”
 - Replace “if the student” with “if they”
 - Second Bullet
 - Replace “is submitted” with “must be submitted within three (3) business days of the original appeal decision”
 - Remove “and must be submitted within 3 business days of the original appeal decision” at the end of the sentence.
 - Third Bullet
 - Replace “will” with “shall”
 - Fourth Bullet
 - Replace “will” with “shall” and “3” with “three (3)”
 - Fifth Bullet
 - Replace “FINAL” with “final”
- Confidentiality and Non-Retaliatioin
 - Second Bullet
 - Replace "will" with “shall” and remove “in good faith.”
- Record Keeping

- Replace “will” with “shall”
- Grading Policy
 - Grading System
 - Replace “three tier” with “honors/pass/fail” in the preamble.
 - 2.1 Preclinical Grading Scale:
 - Pass (P):
 - Replace “Awarded” with “Assigned”
 - Insert “Each preclinical syllabus shall outline criteria for Pass” at the end of the section.
 - Fail (F):
 - Replace “Awarded” with “Assigned”, “has failed” with “fails”, and “will” with “shall.”
 - Incomplete (I):
 - Replace “will” with “shall”
 - 2.2 Clinical grading Scale:
 - Honors (H):
 - Replace “Awarded” with “Assigned” and “will” with “shall”
 - Pass (P):
 - Replace “Awarded” with “Assigned”
 - Insert “Each clinical rotation syllabus shall outline criteria for Pass” at the end of the section.
 - Fail (F):
 - Replace “Awarded” with “Assigned”, “has failed” with “fails”, and “will” with “shall.”
 - Incomplete (I):
 - Insert “If these requirements are not fulfilled, the grade shall be recorded as a Fail (F).” at the end of the section.
- Remediation, Re-Examination and Make-up exams
 - I. Remediation
 - 1. Individual Assessments
 - In the last bullet, replace “will” with “shall” and insert “(SSC)” at the end of the sentence.
 - 2. Course-Level Remediation
 - In the second bullet, insert “(2)” after “two”
 - In the third bullet, replace “3” with “three (3)”, “4” with “four (4)”, and “will” with “shall.”
 - In the fourth bullet, insert “(SPC)” at the end of the sentence.
 - 3. SPC Oversight
 - In the first bullet, replace “SPC reviews all” with “Students with multiple academic concerns,”
 - Insert “and” after “course failures”
 - Replace “, and students with multiple academic concerns” with “are reviewed by SPC”

- In the third bullet the references SPC appeal policy will need the appropriate citation/location.
- II. Re-Examinations
 - The number will need to be corrected.
 - Replace “which” with “that”, “System” with “system”, and Pre-Clinical” with “Preclinical”
- III. Make-up Examinations
 - 1. Excused Absences
 - Questions from the committee: Regarding “the Office of Student Affairs”, why not their instructor?
 - 2. Unexcused Absences
 - Replace “will” with “shall” and insert “on the exam” at the end of the sentence.
 - 3. Timing
 - Replace “5” with “five (5)”
- Academic Dishonesty
 - Correct punctuation in the document and replace “will” with “shall”

Comments to the Good of the Order
Adjournment 3:30pm