

Curriculum Approval policy for School of Medicine Graduate Programs

New or existing graduate courses requiring modification in any SOM graduate program (ASNB, AUDI, BIOC, CMDS, MBIO, PHTX, PHTX, PHZB) will submit a description of the course or changes on a Curriculum Inventory Form (CIF) and an up-to-date syllabus to the Office of Graduate and Postdoctoral Studies. Both should currently be submitted to Ms. Katie Hasper, Program Coordinator Senior. Alternatively, graduate programs may designate a curriculum lead who can upload course information to the Curriculum Inventory Management (CIM) system directly.

Courses submitted as above will be evaluated for approval by the Unit Curriculum Committee. SOM Graduate Council will serve as this committee, and the nine faculty member representatives will approve the new or revised course or suggest modifications. Graduate Council will typically evaluate requests each month at the regularly scheduled Graduate Council meeting.

After approval by Graduate Council, the course information will be uploaded to the CIM system by the SOM Grad Admin Asst., currently Ms. Katie Hasper. Workflow will next route the course information to the Associate Dean, currently Dr. Russell Salter, for approval.

Modifications to the CIM submission may be requested at the unit level or later in the process by Institutional Research or the Registrar, as needed to comply with university policy or accreditation standards. Departments must revise the CIM submission if requested.

Online course approval

Courses offered solely online will be approved through the process described above. Courses previously offered as in person courses may be structured with similar numbers of hours of lectures and discussion for the same number of credit hours. New courses that have never been offered in person must carefully justify the number of credit hours awarded to ensure that interaction with students is sufficient. Course Instructors will also be expected to demonstrate regular and substantive interaction with students through the University reporting process.