

SOM MD Program (UME)

New Elective Proposal Process and Deadline

Process

1. Faculty submits an elective proposal.
2. Development Subcommittee of the UME Curriculum Committee (UMECC) reviews the proposal. Meetings are held on the 3rd Wednesday of each month, and you will be asked to attend via WebEx.
3. The Subcommittee may request edits or additional information.
4. The Subcommittee will either recommend or not recommend the proposal for UMECC review.
5. UMECC reviews the proposal and makes the final approval decision. Additional revisions may be requested. Meetings are held on the 2nd Thursday of each month.
6. If approved, Office of UME, Curriculum & Student Affairs (CASA) submits the Category III form and New Course Form to the Provost Office for its review and approval.
7. Once approved by the Provost, CASA creates the course in the Banner registration system, and it is added to the course catalog.

Deadline to submit an elective proposal form

To offer a new elective in the upcoming academic year, you must submit your elective proposal form no later than the second Friday in February.

The Development Subcommittee and the UME Curriculum Committee review and approve electives on a monthly basis; however, the Provost's Office follows a single annual deadline.

If you miss the February deadline, you may use a temporary course number for the following year. Please note that this temporary option will not carry your department's subject code (e.g., FAMP, SURG, NEUR).