

Process for Submission, Review and Approval of New Courses (REVISED 01/07/2022)

A clinical or nonclinical elective may be proposed by a faculty member with a Harvard Medical School appointment. There is a formal process by which proposed courses are submitted to the HMS Registrar, reviewed by the Subcommittee on Electives, the Post-PCE Subcommittee and approved by the Educational Policy and Curriculum Committee (EPCC). The process is detailed below.

1. The course director completes the proposal form provided by the Registrar's Office.
2. When all required information is submitted, the Registrar's office is notified that the proposal is ready for review.
3. The Registrar assigns a member of the Subcommittee on Electives (the subcommittee) to review the proposal; the reviewer either returns the proposal to the course director with comments, or presents it to the subcommittee for approval. The reviewer/course director cycle continues as necessary until the reviewer presents the proposal to the subcommittee, which meets monthly during the academic year.
4. The subcommittee votes on the proposal and either returns it to the reviewer with additional comments or moves the proposal forward to the Post-PCE Subcommittee and EPCC for formal vote.
5. If the proposal is returned to the course director with comments, the course director makes any necessary revisions and resubmits the proposal to the reviewer, and the reviewer/director cycle repeats until the proposal is again forwarded to the subcommittee. Again, the subcommittee/reviewer/director cycle is repeated until a final decision is reached by vote of the subcommittee.
6. The approval process may take 3-6 months as proposals must cycle through three committees. The Registrar will advise the course director on the timing of the first offering of the course once approved.