

Curriculum Policies and Procedures

Graduate Programs

UMKC School of Medicine

1. The Council will make recommendations to the Dean of the School of Medicine (SOM) to approve or disapprove new and existing graduate program policies and procedures.
2. Each graduate program in the school of medicine shall have a defined process for curriculum development and ongoing evaluation process.
 - a. The process will be documented in writing and undergo review by the graduate council for feedback and or recommended approval.
 - b. The overall curriculum for a new program will be reviewed prior to individual course reviews.
 - i. New programs require review by a quorum of the SOM Graduate Council.
3. Process for program / course evaluation
 - a. Each graduate program curriculum will undergo evaluation every 3 years. Individual course and instructor evaluations will be included.
 - b. The Council will forward a request for information to the program director regarding what information should be submitted for the review.
4. Procedure for new graduate course applications
 - a. Once the graduate program has determined the need for a new course, a complete syllabus must be developed and the "Request for new graduate course form" must be completed by the instructor. The form is found at: <http://sgs.umkc.edu/forms/ngc.pdf>
**NOTE the proposing instructor must complete all elements:
 - i. provide all of the supporting documentation requested on the form.
 - ii. Submit a complete course syllabus which minimally contains the information outlined in the SOM graduate course syllabus template.
 - iii. obtain department chair/division head signature.
 - iv. The completed packet may then be forwarded to the School of Medicine's, Academic Unit Curriculum Committee Chair, who is the Chair of the SOM Graduate Council:
 - b. The Graduate Council will review the new graduate course proposal.
 - i. The Chair or a designated council member may act on behalf of the Graduate Council in carrying out a new course review
 - ii. Some courses may be referred for review by the full council at the next Graduate Council meeting.
 - iii. The SOM Graduate Council will forward recommended courses to the Dean of the School of Medicine for approval.
 - c. Approved courses will be forwarded to the UMKC Graduate Officers Committee for Review and Approval.

- i. The Administrator of the Graduate Officers Committee notifies the academic unit of course status.
- ii. The course instructor and program director will be notified of decisions made by the Graduate Officers Committee.