

Creating a New Course in the School of Medicine

The information and requirements to propose a new course in the School of Medicine (SoM) can be found on the Curriculum Management website: <http://med.stanford.edu/curriculum-management.html>.

On the side menu, select “Course Administration”, then select “Create a Course”.

Under “Create a Course”, select and complete the Course Form that is appropriate for the type of course. There are different processes of approval for each course type. In every case, signatures of the Department Chair and the instructor (course director) must be provided.

- Elective courses need to be reviewed and authorized by Associate Dean for Medical Education in [Office of Medical Education](#).
- Submit the completed form to the SoM Curriculum Management Contact and the Division Course Administrator:
SoM Curriculum Management Contact
Jessica Goudy
Assistant Registrar – Courses
Educational Programs and Services
jessicagoudy@stanford.edu
(650) 724-8668

Primary Care and Population Health
Division Administrator:
Steve Choy
Education Program Manager
stevechoy@stanford.edu

Special considerations:

- Course times should adhere to the [University class meeting patterns](#).
- Every unit for which credit is given is understood to represent approximately three hours of actual work per week for the average student. See [Unit of Credit](#) for more information.

Campus rooms for the course can be reserved in the Medical School or University. We typically have low-priority when reserving rooms on the University-side. [Room reservations](#), [classroom scheduling policy](#), and [detailed information about space](#) in the Medical School can found on [Medscheduler](#):

Note: Due to limited classroom availability, it is strongly recommended that room reservation requests be submitted well in advance.