**Guidelines for New Elective Course Submission and Approval**

Before offered, all electives require approval by the SSPPS Committee on Educational Policy (CEP) and the UC San Diego Registrar’s Office.

1. Complete an SSPPS Proposal for a New or Renewing Elective Course Form (beginning page 2 of this document).

2. Complete a UC San Diego Request for Course Approval Form. (can be obtained from the Curriculum Coordinator, Shelly Fromholtz, sfromholtz@ucsd.edu)

3. Submit a draft course syllabus, a description of lecture topics, and the completed forms above to the Curriculum Coordinator, Shelly Fromholtz, sfromholtz@ucsd.edu.

* The proposed elective will be reviewed and subject to approval by the CEP.
* Course Chairs will be invited to a CEP meeting to discuss the proposal and answer any questions the CEP may have.
* Suggestions by the CEP may be provided and it will be left to the discretion of the course chair to address such suggestions.

4. Obtain final signatures on the UC San Diego Request for Course Approval Form upon CEP approval of the elective and submit to the Registrar for approval.

5. If the proposed course seeks to enroll students from other Schools or Graduate programs, cross-listing of the course may be needed. The Course Chair should discuss the logistics with the CEP, the Curriculum Coordinator, and representatives from other Schools and/or Programs for clarification. If course approval is required from multiple institutions and schools, it is recommended that approval by CEP and other Schools be conducted in parallel.

Course Information

* + Course Title:
	+ Course Description:
	+ Principal Instructor:
		- Mail Code/Phone/email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	+ Additional Instructors: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
		- Department Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mail Code/Phone/email: \_\_\_\_\_\_\_\_\_\_\_
	+ Quarter(s) course will be taught: [ ]  Fall [ ]  Winter [ ]  Spring
	+ Number of Units: \_\_\_\_\_\_\_\_
	+ Location in schedule:
		- Day(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	+ Number of students allowed per quarter:
		- Minimum: \_\_\_\_\_\_ Maximum: \_\_\_\_\_\_
	+ This course is offered to: [ ]  P1 [ ]  P2 [ ]  P3 [ ]  P4 [ ]  SOM students [ ]  Grad Students

(check all that apply)

* + Course Prerequisites (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	+ Please attach the UCSD Request for Course Approval Form, a draft syllabus, and list of scheduled lecture topics.

Course Organization

* + Scope & Objectives: List what you expect a student “to do” by the completion of this course. Course objectives must be stated in measurable terms. Add additional pages, if necessary.
	+ Teaching Methods: Select the methods that best suit the style and content of the course objectives. Active participation by students and direct feedback by faculty are highly encouraged. Lectures should be kept to a minimum. Examples of active participation are listed below; please indicate which will be used in this course.

[ ]  Didactic lectures [ ]  One-on-one observation & teaching [ ]  Demonstrations

[ ]  Role-plays [ ]  Self-directed learning by student [ ]  Symposiums

[ ]  Independent reading [ ]  Multimedia & computer support [ ]  Patient simulations

[ ]  Case-based seminars [ ]  Other activities (please specify below)

* + Source Material: What textbooks, journals, or handouts will be used or recommended? The use of Medline and other computerized reference searching by students is strongly encouraged.

Evaluation

* + How will you determine whether or not students have met the course objectives? What criteria will form the basis of the student evaluation:
	+ Students are required to complete online course evaluations administered by the Office of Academic Affairs. The information gathered from these forms will be used by the Committee on Educational Policy when reviewing elective courses. If you have an additional form for course evaluation that will be conducted on paper, please include a copy with this packet.