**Request for a Change in Curricular Content**

The Curriculum Committee has central oversight on major changes to the curriculum. Course and clerkship directors must request Curriculum Committee approval before making major changes to existing curriculum. Directors are empowered to make minor changes (e.g., faculty, format, timing, sequence, weightings) without prior approval.

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| **Major Changes** | **Examples** |
| Course/clerkship-level learning objective changes | Adding a course learning objective on implicit bias mitigation |
| Eliminating key content | Deciding to no longer offer a lecture entitled “DNA Polymorphisms” or any content related to that topic |
| Adding new key content | Starting a new didactic session in a clerkship on ethics |
| Major assessment changes | Moving from criterion-based to normative grading, or changing from Honors/Pass/Fail to Pass/Fail |

If you would like to make a major change, please fill out the attached request form and send it to the appropriate body for review and discussion. If you are unsure about whether permission is needed, or have questions about the process, please ask the contact person listed below.

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| MS1-2 Courses (Foundations) | Curriculum Design Committee (CDC)Attn: Lisa Borghesi |
| Clerkships | Clerkship Directors SubcommitteeAttn: Raquel Buranosky |
| Acting Internships, ILS, Bootcamp, Electives, Clinical Focus courses | Bridges SubcommitteeAttn: Raquel Buranosky |

That subcommittee will gather necessary data and discuss the merits of the change with the requesting faculty. Afterwards, CCES (or other appropriate subcommittee), ideally with the requesting faculty, will present the change to the full Curriculum Committee for approval (by vote).