

 DALHOUSIE UNIVERSITY FACULTY OF MEDICINE GUIDELINE: Student-Led Revisions to Curriculum	Responsible unit: Undergraduate Medical Education Office	Established: May 22, 2025 Last revised: September 2025
--	--	--

A. Background & Purpose

The Faculty of Medicine acknowledges the valuable contribution that medical students can make to the curriculum. This document provides guidelines for undergraduate medical students to request revisions to the pre-clerkship (first and second year) undergraduate medical curriculum.

The goals are to ensure students are suggesting revisions to **curriculum that is continuing** in the forthcoming year (i.e. their suggestions will still be applicable in the next academic year because the session is running relatively unchanged), to ensure **broad communication across curricular leadership**, including the respective Unit Head, and to ensure **equitable access across all students** who would like to suggest curricular revisions.

B. Application

Revisions to the curriculum may be suggested by medical students by way of special interest group, Service Learning project, Research in Medicine (RIM) project, medical education elective, evaluation form, student curriculum representative, direct communication between students and lecturer/case author/unit and component head/theme lead, etc. **These guidelines are an additional pathway** for students to communicate suggested revisions more broadly across the curriculum.

Ideally, students have completed the component of the curriculum for which they are suggesting changes; however, students with subject matter expertise and/or lived experience may contribute to components of the curriculum which they have not yet experienced.

C. Guideline

The purpose of this guideline is to outline the recommended steps for student-led curriculum revisions across the pre-clerkship curriculum.

D. Procedures

1. Students must identify **specific curricular sessions** (e.g. labs, lectures, tutorials, case practice sessions, etc.) where revisions could be implemented. This includes:
 - a) Mapping suggested changes to the existing curriculum **learning objectives** or suggesting new objectives.
 - b) Suggesting **specific revisions** to the content. If suggesting additional questions to tutorials, tutor notes should be added. Consideration should also be given whether additional

readings/resources should be added for students to support the new content. (Note: Students may only gain access to student guides (not tutor guides) when suggesting revisions.)

2. Students must contact the Unit Head and/or Assistant Deans, Pre-clerkship **prior** to presenting at the Pre-clerkship Committee to obtain advice and feedback on their submission. Students are also encouraged to contact the Medical Education Working Group prior to submission for advice/feedback on their submission. They may also contact the Pre-Clerkship Curriculum Manager for advice on any part of this process.
3. Student(s) present rationale for and specific suggestions to the Pre-Clerkship Committee for review and discussion.
4. After discussion with the Pre-Clerkship Committee, student(s) work with leadership (e.g. Unit Head, Component Head, Longitudinal Theme Lead, etc.) who ultimately decide to accept/reject the revisions and who will incorporate the suggested revisions into the curriculum. Students/leadership may also contact the Pre-Clerkship Curriculum Manager for advice on this part of this process. Note: content changes only need to be approved at the Undergraduate Medical Education Curriculum Committee (UMECC) if they affect the syllabus (e.g. learning objectives).

E. [Other]

Accepted revisions will credit students' contributions (e.g. students would be added as a "Case Contributor" for tutorial cases).