

## **Policy on Calendar and Scheduling**

### **I. POLICY**

The Associate Dean for Medical Education will review and approve the overall curriculum calendar and the schedules for individual courses and clerkships. The Curriculum Committee will review and approve any significant changes to the calendar. Significant changes are those that will alter the number of weeks of the medical education program or that have the potential to affect student's ability to meet curriculum requirements. The Curriculum Committee will review and approve any changes to the sequence of courses.

During the preclinical curriculum, the allocation of course hours will be in accordance with the Procedure on Preclinical Course Scheduling. During the preclinical curriculum, the maximum number of scheduled hours of required coursework is 32 hours per week. Exceptions to this limit will be reviewed and approved by the Associate Dean for Medical Education.

During the clinical years, the schedule of clerkships, electives and other courses will be in accordance with the Procedure on Course Scheduling in the Clinical Curriculum. During the clinical curriculum years, the maximum number of scheduled hours for clinical courses are as stated in the Duty Hours policy. For non-clinical courses, the maximum number of scheduled hours is 32 hours per week. Exceptions to this limit will be reviewed and approved by the Associate Dean for Medical Education.

### **II. PURPOSE**

An important component of managing the curriculum is planning and monitoring the scheduling and implementation of classroom-based courses. The Curriculum Committee is responsible for overseeing the arrangement of the curriculum, and establishing limits on student workload. The school must monitor student workload to assure that there is adequate time for independent studying and preparation for in-class activities.

### **III. SCOPE**

This policy applies to:

- Course and clerkship directors
- Associate Dean for Medical Education

#### **IV. POLICY AUTHOR(S)**

- Office of Medical Education

#### **V. RELATED POLICIES AND PROCEDURES**

- Policy on Duty Hours
- Procedure on Preclinical Course Scheduling
- Procedure on Course Scheduling in the clinical Curriculum

#### **VI. REFERENCES**

LCME Element 6.3: Self-Directed and Life-Long Learning. The faculty of a medical school ensure that the medical curriculum includes self-directed learning experiences and time for independent study to allow medical students to develop the skills of lifelong learning. Self-directed learning involves medical students' self-assessment of learning needs; independent identification, analysis, and synthesis of relevant information; and appraisal of the credibility of information sources.

LCME Element 8.8: Monitoring Student Time. The medical school faculty committee responsible for the medical curriculum and the program's administration and leadership ensure the development and implementation of effective policies and procedures regarding the amount of time medical students spend in required activities, including the total number of hours medical students are required to spend in clinical and educational activities during clerkships.

#### **VII. APPROVALS**

Curriculum Committee

Education Policy Council

Dean, School of Medicine, December 22, 2017