POLICY NAME: Unscheduled Time in Year 1 and 2

Responsible Party: Office of Medical Education

Applies To CMED: ☑Faculty ☑ Students ☑ Residents ☑ Staff ☑ Administration

Approval Date: 5/21/14 FEC

☑ Policy ☑ Procedure

POLICY:

The weekly schedule for the year 1 and 2 courses will average at least 12 hours of unscheduled time allocated to students.

PURPOSE:

Medical students must have ample opportunity to consolidate their learning through independent study for preparation for active leaning and to foster the skills necessary for lifelong learning.

PROCEDURE:

1. Unscheduled time will be scheduled as a two hour block at a minimum.

2. Management of unscheduled time for the courses and for the CARES weeks in year 1 and 2 will be handled by the Office of Medical Education.

3. For courses during which University holidays occur, reassignment of unscheduled to scheduled time for that shortened week will be done in consultation with the Course Co-directors and the Office of Medical Education.

4. In the case of CMU closure of campus due to inclement weather or any other unforeseen event, use of unscheduled to make up for lost curricular days will be done in consultation with the Course Co-directors and the Office of Medical Education.

CMED reserves the right to make exceptions, modify or eliminate this policy and or its content. This document supersedes all previous policies, procedures or guidelines relative to this subject.