



SCHEDULING GUIDELINES POLICY

I. Policy Statement/Purpose

To define the preclinical course contact hours, scheduling, and Holiday time.

II. Scope/Coverage

This policy applies to ALL CNU College of Medicine Students.

III. Procedure

The schedule will be as follows:

- A. Holidays: First and second year students receive all University holidays as time off; third and fourth year student schedules will be determined by clerkship directors in conjunction with clinical sites.
- B. There should be an average of 24 contact hours maximum per week during the preclinical courses (Phase A).
- C. There should be a 10 minute break between classes.
- D. Class sessions 2 hours or longer should incorporate a 10 minute break for student/faculty wellness for every hour of instruction.
- E. Medical Skills should have 15 minute break between each group.
- F. The following courses will have a final summative exam:
 1. All Phase A courses
 2. All required core clerkships
- G. Lunch will be 12:00 PM to 1:00 PM every day.

Associated forms:

Approval record:

APPROVED: President's Executive Council on March 17, 2021

APPROVED: PEC: February 24, 2017

APPROVED: COM DAC: February 21, 2017

APPROVED Faculty Executive Committee on March 12, 2021

APPROVED Curriculum Committee on December 1st, 2020

APPROVED Curriculum Committee on October 6, 2016

APPROVED Student Promotions Committee October 5, 2016

REVIEW: every two years (or more often if required)