

SECTION: 12 Undergraduate
Medical Education

AREA: Academic & Conduct
Policies

NUMBER: 12.01.22

SUBJECT: Pre-Clerkship Scheduled Time Policy

I. Purpose and Scope

- A. To ensure that students have sufficient unscheduled time in their regular weekly schedule to complete independent learning and self-study required of them for participation and success in the pre-clerkship portion of the curriculum.
- B. To ensure the UH College of Medicine complies with the Liaison Committee on Medical Education (LCME) standards for the medical education program, including LCME Standards 6.3 and 8.8.

II. Background

Student learning within medical education programs should include a balance of pre-clinical academic workload, which includes scheduled introductory patient-centered experiences (such as Longitudinal Primary Care (LPC) and Household-Centered Care (HCC)), scheduled classroom learning activities, assigned unscheduled learning activities, and unscheduled time including but not limited to time for attention to personal health and well-being, as well as independent learning.

III. Policy

- A. The maximum amount of Scheduled Learning Activities should not exceed 24 hours/week, averaged over the semester.
- B. The maximum amount of Assigned, Unscheduled Learning Activities should not exceed 16 hours/week, averaged over the semester.
- C. The cumulative academic workload, which includes Scheduled and Assigned, Unscheduled Learning Activities, should not exceed 40 hours/week, averaged over the semester.
- D. Students shall have three (3) half-days per week (or the equivalent) of unscheduled time during each week of pre-clerkship portion of the curriculum.
- E. Students may participate in optional enrichment activities. These do not count towards required activities or workload requirements.

- F. Course directors or faculty members who would like to schedule required activities during otherwise unscheduled time must present a proposal to the Pre-Clerkship Subcommittee (PCS) followed by the Curriculum Committee (CC) for approval. The request will be judged based on the educational value of the proposed activity.

IV. Procedures to Monitor This Policy

- A. Compliance with this policy and pre-clerkship hours are monitored by the PCS of the CC and the Office of Medical Education (OME).
- B. Course Directors are required to submit their course's detailed schedule, including the number of Scheduled Learning Activities and Assigned, Unscheduled Learning Activities, to the PCS during their scheduled course preview.
- C. The Assistant Dean of Foundational Sciences (ADFS) will review hours and assist the Course Directors in balancing the academic workload to ensure compliance with the established pre-clerkship academic workload policy.
- D. With the approval by the ADFS, the PCS will provide a proposed schedule to the CC for review and final approval prior to the start of each term
- Changes to the approved version of the calendar must be reviewed and approved by the CC prior to implementation
- E. The ADFS/OME will provide the CC with an annual compliance report
- F. The Course Directors will monitor, and modify if necessary, time for classroom content and outside-of-class preparatory work so that the content and work for each week follows this policy. Monitoring will be accomplished through:
- Student end-of-course evaluations
 - Course Directors' reports, including calculated weekly workload to the PCS of the CC during the annual course preview
 - Quarterly student time surveys reviewed by the ADFS/OME
 - Monitoring will be performed by Course Directors and the ADFS of the OME
- G. Any deviations from this policy that have negatively affected the learning environment will be discussed in the CC.

V. Definitions

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use.	
Scheduled Learning Activities	Scheduled learning sessions that may be delivered in various formats, including live, recorded, synchronous, or asynchronous. This includes classroom, lab, and clinic time.
Assigned, Unscheduled Learning Activities	Faculty or Facilitator-assigned learning activities to be completed by the learner outside of scheduled learning activities. The

	activities are not to be confused with <i>unassigned</i> or a voluntary research project.
Self-Directed Learning Activity	<p>An experience that allows medical students to develop the skills of lifelong learning. Self-directed learning involves medical students' doing the following:</p> <ul style="list-style-type: none"> • Self-assessment of learning needs • Independent identification, analysis, and synthesis of relevant information • Appraisal of the credibility of information sources • Feedback on these skills from faculty and/or staff
Unscheduled time	Time that does not include Scheduled Learning Activities and that can be used for Assigned, Unscheduled Learning Activities, unassigned academic endeavors, or personal activities.

VI. Supporting Policy Information

A. No additional information necessary.

VII. Disciplinary Action for Non-Compliance

A. No additional information necessary.

VIII. References

A. No additional information necessary.

IX. Review and Responsibility

Responsible Party: Curriculum Committee

Review: Every 2 years

Date Issued: August 2018

Date Approved: August 4, 2025

Next Review Date: August 2027

Responsible Office(s):

Office of Medical Education (OME)

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