

Statement on deadlines for course scheduling

Approved by: Undergraduate Medical Education Curriculum Committee

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Scheduling of courses must conform to all relevant policies in UME and at the University level pertaining to student time, holidays, and other considerations.

A “shell” of the schedule must be completed by February 15 of the preceding academic year. The scheduling shell is defined as including the following elements:

- For Preclerkship as a whole: start and end dates of each course; examination dates; vacation blocks.
- For Clerkship as a whole: start and end dates of each block and sub-rotation in the case of “shared” blocks; vacation blocks.
- For Preclerkship block courses and Clerkship courses that are not rotation-based (Transition to Clerkship, Portfolio, and Transition to Residency—Campus Weeks and Fusion): the times when each type of learning modality (lectures, seminars, small group learning/tutorials, laboratory sessions, examinations, and other sessions) are scheduled.
- For Preclerkship continuity courses: the type of location of each session; the dates on which examinations will be conducted; any deviations from the normal weekly timeslot.
- For Preclerkship experiential courses (e.g. FMLE): the date options of each session; the dates on which examinations will be conducted.

The detailed schedule, including the titles of each session¹, must be completed a minimum of six months in advance of the start of any course. Changes to the scheduled classtime should be avoided and under only the most exceptional circumstances should be made with less than two weeks notice. Whenever changes to the shell are required, the course director must communicate with the Preclerkship/Clerkship Director in order to anticipate any effects that may be felt on other courses.

The examination schedule in both Preclerkship and Clerkship is to be disseminated to students for all courses at the start of the academic year. No examination or assessment date can subsequently be changed without the approval of a simple majority of the affected students.

Related Policies:

- *University of Toronto Policy on Scheduling of Classes and Examinations and Other Accommodations for Religious Observances*

¹ For clinical clerkship courses, this requirement pertains to central teaching sessions; it is recognized that local teaching may be more flexibly scheduled.