



POLICY TITLE: <i>M1/2 Scheduling Policy</i>	APPROVAL DATE: <i>July 3, 2019</i>
RESPONSIBLE DEPARTMENT: <i>Office of Medical Education</i>	APPLIES TO: <i>M1/2 Students</i>

Scheduling of Mandatory Activities

- Course schedules will be published in Leo or Blackboard four weeks prior to the start date of the course.
- All mandatory events listed in Leo will be indicated with the “mandatory event” icon.
- Mandatory events will not be added to the course schedule after the start of the course. In addition, the course syllabus will have a listing of all mandatory events.
- If it is necessary to move the time and date of a mandatory event due to a conflict with the availability of a presenter or a patient, the course director will communicate this change to the class via email.
- If a mandatory event is rescheduled and a student previously made plans to be away from school at that time, the student will not be penalized for missing the mandatory event. The student will submit the associated paperwork for an MSSF and the course director will work with the student to formulate an equitable make-up session for the missed mandatory activity.

Policy for Students Being Doubled Booked for Events

The COM cannot require a student to take make-up exams, Epic training, get flu shots or any other activity during the time that didactic sessions are scheduled. If a student has to reschedule an educational activity (missed exams, Epic training, LPCC, etc.) they may elect to do so when didactic sessions are scheduled as long as they do not miss a mandatory course activity.