

MEDICAL STUDENT POLICY

Title: Phases 2 and 3 Scheduling Policy	
Relevant LCME Element(s): 5.10 Resources Used by Transfer/Visiting Students	Last approved: 4/2/2025

I. **PURPOSE**

Outlines guidelines for scheduling clerkships, selectives, electives, and flex time in Phases 2 and 3.

II. **PERSONS AFFECTED:**

Medical students

III. **POLICY AND PROCEDURE STATEMENT**

MD students adhering to Phase 2 and 3 scheduling expectations as outlined below and making progress towards graduation requirements are considered to be enrolled full time.

Near the conclusion of Phase 1b and Phase 2, students will submit preferences for required clerkships, electives and selectives for the next phase. Random assignments taking preferences into account will be made by lottery. Feinberg students have priority access to elective spots before they are opened to visiting student enrollment.

After schedule assignments have been made, all changes to individual student's schedules must be managed through the Office of Registration and Records, with the exception of Flex Time (see below). Students who would like to drop a clerkship or elective must do so no later than 3 weeks prior to the start of the clerkship/elective by notifying the registrar. Students may not drop a clerkship unless there is an available slot at another time in the academic year. If there are extenuating circumstances necessitating a drop less than 3 weeks before the start date, students must discuss dropping the clerkship/elective with an educational dean, and in certain cases, may be asked to provide supporting documentation.

Flex Time

"Flex time" refers to the time in students' schedules not occupied by clinical rotations or courses. During such a discretionary period, a student focuses on actively making progress towards graduation through continued work on longitudinal requirements (Education Centered Medical Home, Area of Scholarly Concentration, Teaching Selective, etc.) and professional development (e.g., residency application preparation, residency interviews, etc.). No credit is awarded for this period as students are not registered for coursework/clerkship requirements. Students must remain engaged and available to the administration through email communication during Flex Time.

Students may organize no more than 8 consecutive weeks of Flex Time at any point during Phase 2 and 3 that does not conflict with mandatory educational experiences (Intro to Phase 2, Intro to Phase 3, Phase 2 SAM, etc.). Flex Time may not replace a necessary leave and must not prevent the student from completing curricular requirements in a timely fashion. Students may not exceed 8 weeks of Flex Time during a 16-week time frame. Students requiring more than 8 weeks within a 16-week time frame should take a Leave of Absence.

It is the student's responsibility to enter accurate start and end dates (based on the block schedule) for their Flex Time into Oasis. Failure to do so may result in a change to their full-time enrollment status.

This can impact financial aid awards and student visa status. Students not maintaining full-time enrollment will be placed on a leave of absence.

IV. REVISION HISTORY:

4/2/2025: Set limitation on amount of flex time that may be taken within a 16-week period.

1/4/2024: Added requirement that students are responsible for entering flex time in Oasis.

V. APPROVING BODY:

Curriculum Committee