

MEDICAL STUDENT POLICY

Title: Phases 2 and 3 Scheduling Policy	
Relevant LCME Element(s): 5.10 Resources Used by Transfer/Visiting Students	Last approved: 1/4/2024

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**

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 3 weeks prior to the start of the clerkship/elective by notifying the registrar. Students may not drop a clerkship/elective unless there is an available slot later in the academic year. If there are extenuating circumstances, students must discuss dropping the clerkship/elective with the Associate Dean of Student Affairs, and in certain cases, may be asked to provide supporting documentation.

Students who are having academic difficulties may be asked to complete required Phase 3 clerkships prior to March of their M4 year.

Flex time

"Flex time" refers to time off at the student's discretion and is non-credit bearing. It allows students the opportunity to schedule vacation or personal time alongside their requirements for graduation. Flex time is also used to participate in residency interviews during Phase 3.

It is the student's responsibility to enter accurate start and end dates 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. Students not maintaining full-time enrollment will be placed on a leave of absence by the Feinberg School of Medicine.

IV. **REVISION HISTORY:**

1/4/2023: Added requirement that students are responsible for entering flex time in Oasis.

V. **APPROVING BODY:**

Curriculum Committee