

**UNIVERSITY OF HOUSTON  
COLLEGE OF MEDICINE  
ADMINISTRATIVE MEMORANDUM**

**SUBJECT: Pre-Clerkship Scheduled Time**

**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 Standard 6.3.

**II. BACKGROUND**

Student learning within medical education programs should include protected or unscheduled for students to complete independent learning and self-study.

**III. POLICY**

- A. The maximum amount of in-class scheduled activity cannot exceed 24 hours/week.
- B. Students will have no fewer than the equivalent of 20 hours of unscheduled time during each week of pre-clerkship portion of the curriculum
- C. Course directors or faculty members who would like to schedule required activities during otherwise unscheduled time must present a proposal to Curriculum Committee (Pre-Clerkship Subcommittee) for approval. The request will be judged based on the educational value of the proposed activity.

**IV. MONITORING OF THIS POLICY**

- A. Compliance with this policy and pre-clerkship hours is monitored by the Associate Dean for Medical Education.
- B. 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.
- C. Student post-course evaluations will pose questions related to sufficient time to complete preparatory work and weekly workload. Results of those evaluations will be distributed according to the UH College of Medicine's evaluation plan, including to the Pre-Clerkship Subcommittee and the Curriculum Committee.
- D. Any deviations that negatively affect the learning environment will be discussed in the Curriculum Committee.

**V. DEFINITIONS**

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use.	
<b>Independent Learning</b>	Instructor-assigned work to be accomplished before (pre-work) or after In-Class Activities.
<b>Self-study</b>	Students' own time for regular study or review that is not directly related to instructor-assigned work.
<b>Unscheduled time</b>	Unscheduled time is not planned and is typically used by learners for independent learning, self-study and personal wellness.

<b>Approval History</b>		
<i>Approver</i>	<i>Status</i>	<i>Date</i>
Transitional Pre-Clerkship Subcommittee	Approved	August 22, 2018
Transitional Curriculum Committee	Approved	September 12, 2018
Curriculum Committee	Approved	April 8, 2020
Review by UH Office of General Counsel	Pending	

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