



**Charles R. Drew University of Medicine and Science**  
*"A Private University with a Public Mission"*  
**College of Medicine - MD Program**

<b>ACADEMIC WORKLOAD IN THE PRE-CLERKSHIP CURRICULUM POLICY</b>
<b>CDU Policy 318.8a</b>
<b>Issuing Officer:</b> Dean of College of Medicine
<b>Responsible Office:</b> College of Medicine
<b>Date Reviewed by the Student Workload Subcommittee:</b> 6/1/2022
<b>Date Reviewed by the Pre-Clerkship Phase Subcommittee:</b> 8/16/2022
<b>Date Approved by the Educational Policies and Curriculum Committee:</b> 6/10/22
<b>Revised Date/Review Date (at least 3 years from Effective Date):</b> To be reviewed 6/10/2024
<b>Supersedes (if necessary):</b> N/A

**POLICY STATEMENT**

The College of Medicine (COM) MD Program strives to create an optimum learning environment that facilitates medical student learning in a variety of formats. Faculty members responsible for foundational coursework are expected to promote student well-being and to provide a supportive educational environment. The purpose of this policy is to establish balance in the medical student's academic workload, which includes scheduled foundational curriculum responsibilities, classroom learning in multiple formats, independent learning, and time for attention to personal health and well-being.

Students will spend an average of 26 hours per week in required activities during the pre-clerkship phase of the curriculum. Students will spend a maximum of 14 hours per week outside of required in-class activities for completion of assigned outside scheduled class activities. The total workload for each course block in the pre-clerkship phase shall not exceed 40 hours per week.

The Student Workload Subcommittee, Pre-Clerkship Phase Subcommittee, Educational Policy and Curriculum Committee (EPCC), and course directors in the MD Program are responsible for: 1) ensuring courses comply with this policy; 2) providing timely notice to the associate dean of education of emerging issues or barriers that may impede full compliance (e.g., faculty non-compliance, course organization); and 3) prompt reporting of violations of this policy to the associate dean of education and EPCC.

**PROCEDURES FOR MONITORING THE ACADEMIC WORKLOAD**

- 1) The MD Program academic calendar is produced by the course directors, Student Workload Subcommittee, Pre-Clerkship Phase Subcommittee, and Student Affairs in conjunction with the Office of the Registrar. The academic calendar establishes the first and last day of classes, number of weeks of instruction, breaks, and holidays.
- 2) Course directors are required to submit their course's weekly schedule and number of formal instructional hours (scheduled learning activities + assignment activities) to the Student Workload Subcommittee before the start of their course term.
- 3) Before each term, the Student Workload Subcommittee will tally the hours and will provide a compliance report to the Pre-Clerkship Phase Subcommittee. The Subcommittee reviews the

academic workload of the pre-clerkship courses by term. The report is then submitted to the EPCC for final approval.

**DEFINITIONS**

- Scheduled Learning Activities are scheduled learning sessions that may be delivered in various formats including live, synchronous instruction, as well as recorded and/or time-limited asynchronous sessions.
- Assigned Activities are formal assigned learning activities to support a specific scheduled learning activity session. Assignment activities count towards hours of instruction, however, are completed on a student’s own schedule. Assignment activities include specific preparation for interactive class sessions or active learning sessions, such as viewing audio/video recordings, reading assignments, and other homework activities that are specifically assigned by the course faculty to prepare for a learning session.
- Unscheduled Time is any time that is not scheduled learning activities or assigned activities that students may use for independent study or personal reasons.
- Self-directed Learning Activities are assigned student-centered activities that allow for students to take ownership of their own learning with guidance from a facilitator or faculty member. A Self-directed Learning Activity must include the following:
  - self-assessment of their learning needs;
  - independent identification, analysis, and synthesis of relevant information;
  - independent and facilitator appraisal of the credibility of information sources; and
  - Assessed on and received feedback on their information-seeking skills

**RELATED INFORMATION**

- LCME Standards, Publications, & Notification [Forms](#)

Review History:	Change Description:
5/3/2023	Updated with new university policy number and upcoming review date which is two years from approved date