


<p>Name of Policy: Scheduled holidays, breaks and flexible time for medical students</p> <p>Policy Number: 3364-81-04-014-01</p> <p>Approving Officer: Dean, College of Medicine</p> <p>Responsible Agent: Associate Dean for Student Affairs</p> <p>Scope: All University of Toledo Campuses</p>	 <p>Effective date: 8/20/07</p>				
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(A) Policy statement

Students of the College of Medicine will be released from all class and clinical responsibilities on each of the official medical university holidays. Although students will be considered continuously enrolled from one semester to the next, a break from academic activities will be provided between and/or within each semester.

(B) Purpose of policy

The University of Toledo Health Science Campus has designated holidays for faculty and staff, as well as a certain allotment of vacation time. The purpose of this policy is to extend the University holiday policy to include students and to identify the allotted time for breaks within and between semesters.

(D) Procedure

1. There will be no classes or other required activities scheduled during Years 1&2 of the curriculum on official university holidays. Clinical students in years 3 & 4 of the curriculum will be free of all required didactic and clinical activities on all official university holidays.
2. Approximately two weeks of winter break will be provided between the end of fall semester in mid-December of each academic year and the start of spring semester in early January of each academic year. Winter break will generally coincide for each of years 1, 2, 3, and 4, though there may be some variability as dictated by the curriculum.
3. One week of spring break will be provided in each year of the medical school curriculum. Spring break will generally be the same for students in years 1 and 2, will generally coincide with spring break for the graduate students, and will generally occur in early March. Spring break for years 3 & 4 will generally occur in the last week of March, i.e., twelve weeks after the start of spring semester.

4. Eight weeks of flexible time is allotted throughout year 4 of the curriculum, though students with extenuating circumstances may be given permission from the Associate Dean to substitute all or part of that time during or prior to year 3. Flexible time is primarily allotted to allow students time to prepare travel residency applications, to residency interviews, or to study for the USMLE or for repeat NBME subject exams. Students are enrolled for flex time and thus are charged tuition during their flexibly scheduled time and the hours of flex time count toward enrollment requirements for federal financial aid. Tuition will not be waived for any scheduled flexible time even if students choose to use the time for vacation, illness, maternity leave, etc.

<p>Approved by:</p> <p>Jeffrey Gold, M.D.</p> <hr/> <p>Name Dean, College of Medicine</p> <hr/> <p>Title</p> <hr/> <p>Date</p> <p><i>Review/Revision Completed by:</i></p>	<p>Policies Superseded by This Policy: None</p> <p>Initial effective date: 12/01/05</p> <p>Review/Revision Date:</p> <ul style="list-style-type: none"> • 08/20/07 <p>Next review date: 08/20/2010 (three years from most recent revision/review date)</p>
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