TULANE UNIVERSITY
School of Medicine

Policy Title: Pre-clerkship Contact Hours

Accountable Dean(s) or Director(s):

Associate Dean for Medical Education & Academic Affairs
Assistant Dean for Basic Science Education

Reviewed By:
Phase I & Phase II Curriculum Subcommittees

Approval Body:
Curriculum Committee (CC)

RELEVANT LCME STANDARD:
8.8 Monitoring Student Time

POLICY STATEMENT:
The LCME states: The medical school faculty committee responsible for the medical curriculum and the program's administration and leadership ensure the development and implementation of effective policies and procedures regarding the amount of time medical students spend in required activities, including the total number of hours medical students are required to spend in clinical and educational activities throughout the curriculum.

DEFINITIONS:
For purposes of this policy, the following definitions apply:

- Contact Hour: A unit representing one hour of instruction.
- Required Instruction: Structured educational sessions occurring at a designated time, including but not limited to lectures, labs, and small group discussions. Also includes online or other independent learning activities that are used in place of scheduled in-class instruction. While these sessions appear on the weekly calendar, attendance may not be mandatory.
- Required Asynchronous Activities: Educational activities that must be completed outside of scheduled class time that directly support required instruction. Examples include preparatory assignments, mandatory quizzes, workshops, online modules, videos, and assigned journal articles. Does not include time for regular study or review.

PRE-CLINICAL POLICY:
- The number of contact hours associated with required instruction cannot exceed 24 hours per week*.
- The number of contact hours associated with required asynchronous activities cannot exceed 10 hours per week.

**Note: If the emergency preparedness policy is enacted, contact hours associated with required instruction may be increased to a maximum of 30 hours per week.*

LAST REVIEW DATE/APPROVAL:
Curriculum Committee: 07/02/25

REVIEW CYCLE:
Every 3 years