

Policy: Scheduled Breaks

INITIAL EFFECTIVE DATE:	LAST REVISION DATE:	RESPONSIBLE DIVISION/DEPARTMENT/COMMITTEE
October 2017	May 23, 2025	<ul style="list-style-type: none"> Curriculum Committee <ul style="list-style-type: none"> Foundational Education Subcommittee

POLICY STATEMENT

A break must be scheduled between consecutive sessions within or between courses to support student well-being and optimize learning.

SCOPE

This policy applies to all Academic Year 1 and 2 courses.

REASON FOR POLICY

To support curriculum management and ensure coordination across courses.

DEFINITIONS

TERM	DEFINITIONS

RESPONSIBLE PARTIES

Course Directors (for courses) or Unit Directors (for units)
Assistant Dean for Foundational Education
Foundational Education Subcommittee

RELATED RESOURCES

CONTACTS

Questions about this procedure should be directed towards the Assistant Dean for Foundational Education and Associate Director, Academic Support Services, Office of Medical Education.

POLICY HISTORY

Initial Effective Date: October 2017

Review Dates (*review performed, no updates*):

Revision Dates (*updates made to document*): May 23, 2025

Comments on Revision (*if applicable*):

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PROCEDURE STATEMENT

- Consecutive sessions within the same unit should have a break of at least 5 minutes (recommended break is 10 min every hour).
 - For lectures, a minimum of a 5-min break should be scheduled every hour.
- Consecutive sessions between courses must have a 10-min break. A course scheduled for the first 2h in the morning must end at 9:55 a.m. and the next course should begin at 10:05 a.m.
- Compliance with this policy is monitored by the Assistant Dean Foundational Education during the syllabus review process and by the coordinators on an ongoing basis.
- Failure to comply with this policy is reviewed by the Foundational Education Subcommittee.