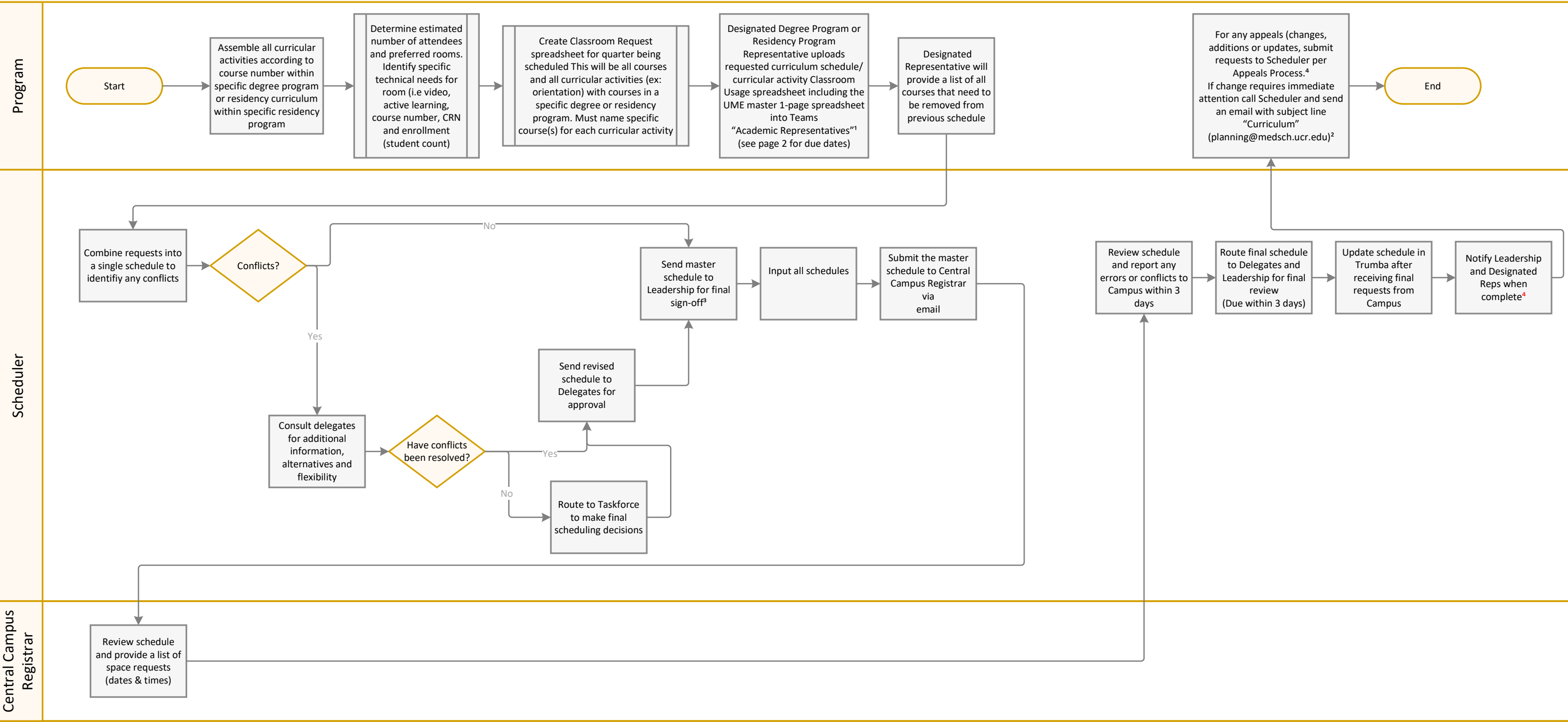


# Academic Scheduling Process

Version Release Date: August 19, 2025--DRAFT  
Origin Release Date: April 15, 2025

*Purpose: The purpose of this document is to outline the process for updating SOM course schedules and space request.*



Notes:  
<sup>1</sup> Link to Teams: <https://medsch2.sharepoint.com/sites/SOMFacilities-SOMClassSchedule/Shared%20Documents/SOM%20Class%20Schedule/SOM%20CLASS%20SCHEDULE/Academic%20Representatives?csf=1&web=1&e=8aYtA2&CID=36d37be4-3cca-4980-bdbf-54f1ebd6fa3f>  
<sup>2</sup> Back up if Scheduler is out: 1<sup>st</sup> backup: Facilities Coordinator 2<sup>nd</sup> backup: Medical Education 1 and Medical Education 2  
<sup>3</sup> Master schedule contains name of class and start date inside the blocks and highlighted regions for clarity.  
<sup>4</sup> For any appeals to the schedule after final campus registrar approval, submit and appeal per the process(insert link)

SOM Quality Scheduling Deadlines (Approximate- Subject to Annual Variation)

SOM CURRICULUM DEADLINE TO SCHEDULER	CAMPUS DEADLINE TO SOM
Feb 25th	May 8th
July 28th	October 23rd
Nov 26th	January 29th
Jan 3rd	March 7th

Note: Dates listed are based on the current academic year and are subject to change annually. Exact deadlines may vary depending on when the quarter begins each year.