

# **BURRELL COLLEGE OF OSTEOPATHIC MEDICINE**

## **STANDARD OPERATING PROCEDURES**

<b>Curriculum Calendars</b>		<b>SOP #: AA.005.03</b>
Effective Date	9/26/2018	
Last Revision/Review	6/5/2023	

### **1. Purpose**

This SOP describes the procedures for creating, modifying, and posting of the official academic calendars for the Burrell College of Osteopathic Medicine. The procedures also include how academic calendars are created, who has the authority and responsibility to create and determine academic calendars, how curriculum calendars are created, who has the authority and responsibility to create and determine curriculum calendars for each class of students, and who is authorized to access curriculum calendars to modify calendar events.

### **2. Related Policy/Authority**

### **3. Faculty/Staff Responsibilities**

Responsibility for setting the academic calendar will rest with the Office of the Dean.

Responsibility for setting the curriculum calendars (calendars for each academic class) will rest with the Office of Academic Affairs, in collaboration with the Curriculum Committee and the faculty (curriculum content experts).

Responsibility for generating the published curriculum calendar will reside with the Office of Academic Affairs.

### **4. Definitions/Abbreviations**

**Academic Calendar** – the general calendar dates (start dates, end dates) for each upcoming academic year, which should be established no later than 12 months prior to the specific academic year. The calendar shall be inclusive of a plan of 48 months (OMS I-OMS IV).

**Curriculum Calendar** – the specific calendar which includes detailed schedules for each course in the academic year, and all curricular events within each course including exam dates.

### **5. Procedural Steps**

#### **1. Creation of the Academic Calendar**

- 1.1. General calendar dates for each upcoming academic year will be set by the Office of the Dean in consultation with the Offices of Academic Affairs and Clinical Education.
- 1.2. The academic calendar shall be determined each year for the academic year beginning four years in the future

#### **2. Creation of the Curriculum Calendar**

- 2.1. The Creation of the Curricular Calendar will be completed by the Offices of Academic Affairs for Curriculum Committee approval by April 1 for the Fall Semester of that year and by September 1 for the Spring Semester.

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- 2.2. Academic calendar dates for the upcoming academic year will have been set previously by the Office of the Dean.
- 2.3. Course information for course will be obtained from appropriate individuals (individual Course/Clerkship Directors, the Senior Associate Dean of Academic Affairs, and Associate Dean of Clinical Education) and input into a planning version of the new curriculum calendar.
  - 2.3.1. Course/Clerkship Directors will have access to, and editing rights for, the planning version of the new curriculum calendar.
  - 2.3.2. Course/Clerkship session information (i.e., session title, session hours, presenting faculty, etc.) will be entered into the working/planning version of the appropriate curriculum calendar by the Course Director of each course (or by their designee).
- 2.4. Accuracy of input data will be verified as correct by review of all responsible parties (individual Course/Clerkship Directors, the Senior Associate Dean of Academic Affairs, the Associate Dean of Clinical Education, and the Curriculum Coordinators).
- 2.5. Calendar data will be moved from working/planning calendar version into the official version of the calendar by the appropriate Coordinator:
- 2.6. A final review and approval of the curriculum calendar will be performed by the Academic Affairs.
- 2.7. The calendar(s) will be published for staff and students no later than July 1 of each academic year.

### **3. Review and Modification of the Curriculum Calendar**

- 3.1. As part of its role in curriculum review and assessment, the Curriculum Committee will review:
  - 3.1.1. the curriculum calendar on a regular basis, not to exceed a period of three (3) years.
  - 3.1.2. any curricular change which results in a significant change to the curriculum, and thus, the curriculum calendar. Such curricular change would include:
    - 3.1.2.1. any proposal for a new course to be included in the curriculum;
    - 3.1.2.2. any change in course hours necessitating a change in course credit hours;
    - 3.1.2.3. any re-organization or re-sequencing of the curriculum, even if overall curriculum credit hours remain unchanged;

### **6. Reports/Charts/Forms/Attachments/Cross References**

### **7. Maintenance**

Offices of Academic Affairs and Clinical Education

### **8. Signature**

Approved by	6/5/2023
Department Head of Academic Affairs	Date

### **9. Distribution List**

Internal/External

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### **10. Revision History**

Revision Date	Subsection #	Summary of Changes	New/Cancellation/Replacement Procedure? (if applicable)	Approval Date
1	All	New SOP		9/26/18
5/20/2022	All	Updated Pre-Clinical Education to Academic Affairs		5/20/2022
6/5/2023	All	Updated – Paragraph 3 in <b>3. Faculty /Staff Responsibilities</b> . To read Office of Academic Affairs only.		7/7/2023