

**BURRELL COLLEGE
OF OSTEOPATHIC MEDICINE
POLICY MANUAL**

SECTION: Facilities

Policy: B4020

TOPIC: Learning Resources

Approval Date: 1/22/19
Revised 10/24/19
Effective Date: 1/22/19, 10/24/19,
7/15/2022

Approved: Signature on File_____

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POLICY

The College shall assure access to the learning resources necessary to implement and support the curriculum and instruction as designed.

RESPONSIBLE OFFICIAL(S):

Department Head of Academic Affairs, Department Head of Pre-Clinical Education, Department Head of Clinical Education, CIO, Director of the Library

PROCEDURE:

1. The Office of Academic Affairs shall identify all required instructional materials within the various course syllabi by May 1 and October 1 for the succeeding academic semesters.
2. The Office of Academic Affairs shall provide an inventory of required media and support technology to Information Technology Services (IT) and the Director of the Library to ascertain availability by April 1 for the succeeding academic year.
3. IT and the library shall secure all required media resources prior to the first day of class each semester or the first day of scheduled use as appropriate.
4. Should the required resources not be available, IT or the Library shall notify the Office of Academic Affairs. All parties shall work in cooperation to either secure the necessary resources or provide appropriate modification to the instructional design. In no instance shall the curricular requirements be compromised as a method of resolution.
5. The adequacy and availability of learning resources at all sites responsible for delivery of the curriculum will be assessed at least annually to assure uniform compliance with these procedures.

CROSS REFERENCE: