



# VCU

## Cancellation of Educational Sessions Policy

### Policy Statement and Purpose

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This policy establishes the Virginia Commonwealth University School of Medicine's (VCU SOM) procedures for the cancellation or alteration of educational sessions as part of the final curricular calendar for the MD program. In order to ensure delivery of curricular content and an overall coordinated curriculum, faculty and instructors delivering educational sessions are expected to adhere to the Curriculum Council approved calendar outlining the date and time for delivery of educational sessions. This policy details the procedures to be followed in the event that a faculty or instructor is unable to deliver an educational session as scheduled.

### Stakeholders

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The faculty and staff of the VCU School of Medicine are responsible for knowing this standard operating procedure, its contents, and provisions.

### Definitions

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**VCU SOM:** Virginia Commonwealth University School of Medicine

**CC:** Curriculum Council

**OME:** Office of Medical Education

**MD Curriculum:** Any course, clerkship, or educational session in the M1-M4 years of the VCU SOM doctor of medicine program

**CD:** Course/Clerkship Director, Assistant Director, and/or Co-Director of a course or clerkship in the required, core MD curriculum at the VCU SOM

**Faculty/Instructor:** Individual leading or participating in an educational session for learners in the MD curriculum

**Department Chair/Supervisor:** Leadership of the academic department/division in which the course/clerkship is housed

**Pre-Clinical Phase:** The first two (2) years of the MD curriculum, including the M1 and M2 year

**Clinical Phase:** The second two (2) years of the MD curriculum, including the M3 and M4 year

**ADPCME:** Assistant/Associate Dean for Pre-Clinical Medical Education



**VCU** School of Medicine

**ADCME:** Assistant/Associate Dean for Clinical Medical Education

**ADME:** Assistant/Associate Dean for Medical Education

**SADMESA:** Senior Associate Dean for Medical Education and Student Affairs

**Educational Session:** A scheduled event within a course or clerkship, including, but not limited to: lectures and didactic sessions, active learning sessions, small group sessions, large group sessions

## Responsibilities

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**OME:** The Office of Medical Education will aid in the ongoing, continuous quality improvement of the curriculum, as well as act as a resource for all CD's and faculty/instructors as it relates to course/clerkship content, creation, delivery, and outcomes.

**CC:** The Curriculum Council, acting in its capacity as the faculty-led body charged with the overall design and delivery of the MD curriculum, is responsible for approving the curricular calendar in advance of the start of the semester.

**Faculty/Instructor:** Individuals delivering educational sessions are responsible for adhering to the established curricular calendar by beginning and ending educational sessions at the scheduled time, effectively managing delivery of content and questions during the allotted time. Faculty/Instructors are also responsible for following the procedures outlined in this policy in instances where they are unable to deliver an educational session as scheduled.

**CD:** Individuals leading courses or clerkships within the MD curriculum are responsible for ensuring leadership and delivery of their respective course or clerkship is consistent with the standards and expectations of the VCU SOM curriculum as outlined by the CC. CD's are responsible for ensuring faculty and instructors delivering educational sessions within the course/clerkship they are leading are present for all scheduled sessions, and adhere to the procedures outlined in this policy in instances where the faculty or instructor is unable to deliver the session as scheduled. CD's are also responsible for informing their Department Chair/Supervisor, and the OME, of any issues that may impede full compliance with this policy.

**Department Chair/Supervisor:** The Department Chair/Supervisor is responsible for ensuring all faculty within their department/division delivering educational sessions within the MD curriculum demonstrate professional behaviors, including adherence to the established curricular calendar. They will work collaboratively with the CD and the OME to support curricular delivery and ensure CD's have the resources necessary to provide an optimal learning environment.

## Procedures

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### Requests for Changes Prior to the Start of a Course/Clerkship

#### *Educational Session Timing*

- Educational sessions must be delivered during the times allotted on the CC approved curricular calendar
- A faculty/instructor is prohibited from changing the date or time of the educational session without prior approval from the CD and appropriate curricular dean for the curricular phase in which the course/clerkship occurs
  - In instances where a faculty/instructor leading an educational session becomes unavailable to deliver an educational session, they are responsible for identifying an alternative faculty/instructor to lead the educational session at the originally scheduled time, minimizing disruptions to the approved curricular calendar
    - If extenuating circumstances exist that prohibits identifying an alternative faculty/instructor to lead the educational session, the faculty/instructor is responsible for collaborating with the CD and department chair to request a change in the timing or delivery of the educational session
      - Requests for changes must be communicated no less than thirty (30) calendar days in advance of the first day of the course in which the educational session is scheduled
      - Requests must be submitted via email to the CD, department chair, and appropriate curricular dean, and include:
        - The approved date and time of the scheduled educational session
        - The alternative faculty/instructor who will lead the session
        - The proposed date and/or time being requested
        - A rationale for the request
      - The appropriate curricular dean(s), in collaboration with the CD, will determine if the request for change is approved
        - If approved, the CD will communicate the approval to the faculty/instructor via email
        - The appropriate curricular dean will communicate any changes in dates and/or times of educational sessions to students

### ***Educational Session Delivery Method***

- Educational sessions must be delivered using the instructional format listed on the CC approved curricular calendar
- A faculty/instructor is prohibited from changing the instructional format without prior approval from the CD and appropriate curricular dean for the curricular phase in which the course/clerkship occurs
  - Requests for changes must be communicated with enough advance notice to allow for CD review and approval, and no less than thirty (30) calendar days in advance of the first day of the course in which the educational session is scheduled
    - Requests must be submitted via email to the CD and the appropriate curricular dean, and include:
      - The date and time of the scheduled educational session



- The approved instructional format
- The proposed instructional format being requested
- A rationale for the request
- The appropriate curricular dean(s), in collaboration with the CD, will determine if the request for change will be advanced to the CC
  - If the CC approves the change, the appropriate curricular dean will communicate the approval to the CD, and the CD will communicate the approval to the faculty/instructor via email, and coordinate with the Director of Educational Systems and Analytics to review and revise curriculum mapping and delivery methods listed in the LMS for the course/clerkship as needed to reflect the change(s)
  - The appropriate curricular dean will communicate any changes in instructional delivery methods to students

## **Requests for Changes After the Start of a Course/Clerkship**

### ***Unexpected Cancellation, Alternative Delivery, or Rescheduling of Educational Sessions***

- Educational sessions are intentionally planned and scheduled with respect to the overall curricular calendar to ensure a coordinated, integrated curriculum. As such, educational sessions should only be canceled, rescheduled, or delivered through alternative methods when extenuating circumstances occur that prevent a faculty/instructor from being available to deliver a session as originally planned
  - In the event that a faculty/instructor is unable to deliver an educational session as scheduled, it is the responsibility of that individual to notify the CD and appropriate curricular dean for the phase of the curriculum in which the course/clerkship occurs
    - The faculty/instructor must communicate with the CD and appropriate curricular dean as soon as possible in advance of the scheduled session
      - The CD, in collaboration with the appropriate curricular dean(s), will determine if the educational session will be canceled, rescheduled, delivered through an alternative method, or if an alternative faculty/instructor is available to deliver the session
        - If an alternative faculty/instructor cannot be identified to lead the session, necessitating a change in the delivery method, cancellation, or rescheduling of the session to a new date/time, the curricular dean will communicate the schedule change to students



## Ongoing Monitoring

- The CD, in collaboration with the appropriate curricular dean(s), will track educational sessions that are canceled or rescheduled due to faculty/instructor availability
  - This data may be advanced to the SADMESA, Department Chair/Supervisor, and CC for review
  - Faculty/instructors who demonstrate a pattern of cancellation or rescheduling requests may be removed from teaching future educational sessions within the curriculum

## Related Policies

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Course and Clerkship Director Responsibilities Policy  
Roles and Responsibilities of Faculty Teaching in the MD Curriculum Policy  
Learning Environment and Mistreatment Reporting and Response Policy  
Professionalism Policy

## Review Cycle and Revision History

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The policy is reviewed and may be revised by the Curriculum Council as necessary, but at least every three years.

**Current Approved Version: 09.12.2024**

**Previously Approved Version: 09.12.2024**

## Applicable Laws, Regulations & Standards

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LCME Standards for Accreditation of Medical Education Programs Leading to the MD Degree:

- LCME Standard 8, Element 1
- LCME Standard 8, Element 3