

# **BURRELL COLLEGE OF OSTEOPATHIC MEDICINE**

## **STANDARD OPERATING PROCEDURES**

<b>Admissions Transference of Records</b>		<b>SOP #: ADM.005.01</b>
Effective Date	12.14.2020	
Last Revision/Review	5/12/2023	

### **1. Purpose**

Define the process wherein incoming student records are transferred by the Office of Admissions to the Office of the Registrar.

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

Policy B2090 Record Retention

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

Office of Admissions

Office of the Registrar

Director of Information Systems and Services

Administrative Coordinator of Enrollment Services

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

### **5. Procedural Steps**

- 1.1 The Office of Admissions will require incoming students to provide official transcripts to Burrell College from prior institutions no later than the Wednesday before new student orientation. If approved by the Dean, students with extenuating circumstances may provide transcripts after the stated deadline.
  - The Office of Admissions will notify the Dept. Head of Enrollment Services and the Registrar of any incoming student with outstanding documents not received by the stated deadline. The Office of Admissions will be responsible for following up with the incoming students and any appropriate entity to ensure complete and finalized documents are received.
- 1.2 No later than May 15<sup>th</sup>, the Office of Admissions will begin to verify the accessibility of incoming students' Admissions -related documents in the application management system. This verification should be completed for all incoming students by the first day of new student orientation. Pertinent Admissions-related documents include:
  - Admissions Application (AACOMAS) and Burrell College Supplemental Application
  - Qualifying Transcript (with degree conferred)
  - Admission Offer Agreement with Attachments (electronically signed)
  - Permanent residency document (if applicable)
  - Deferment Affidavit signed in previous cycle (if applicable)
- 1.3 The Office of Admissions will download all finalized Admissions-related documents and provide them to the Director of Information Systems and Services for upload into the student information system for the electronic student record.

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- 1.4 The Director of Information Systems and Services will upload finalized and complete Admissions-related documents into the student information system for the electronic student record. Any documents that must be individually uploaded will be uploaded by the Administrative Coordinator of Enrollment Services.
- 1.5 The Office of Admissions will begin review and verification of all Admissions-related documents in the electronic student record no later than the final day of new student orientation. For all incoming students with no outstanding documentation, the review and verification will be completed no later than the final day of the first full week of regular classes. Notification of the completed files will be sent via email to the Office of the Registrar.
- 1.6 The Office of Admissions will keep the Dept. Head of Enrollment Services apprised of any deviation to this procedure.

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

### **7. Maintenance**

Reviewed annually by the Director of Admissions.

### **8. Signature**

Approved by  
Director of Admissions

5/12/2023  
Date

### **9. Distribution List**

### **10. Revision History**

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Revision Date	Subsection #	Summary of Changes	New/Cancellation/ Replacement Procedure? (if applicable)	Approval Date
1	[e.g., 3.1]			
5/12/2023	1.1	Updated latest possible date for receipt of incoming student transcripts. Noted responsibility of Office of Admissions for securing outstanding transcripts.		5/17/2023
5/12/2023	1.2	Updated start date for the initial verification of Admissions document accessibility. Updated list of pertinent Admissions documents.		5/17/2023
5/12/2023	1.3-1.4	Updated process for transferring records into student information system. Updated departments and individuals responsible for transfer task.	Removed information related to document warehouse no longer in use.	5/17/2023
5/12/2023	1.5	Updated timeline for completion of review/verification of documents in the student information system.		5/17/2023