1. **Purpose**

This procedure describes the steps to be followed for transfer of Final Course Grades to the Office of the Registrar for recording into the Student Information System (as the official record of course grades).

Special Note: SOP’s must not conflict with Policies.

2. **Related Policy/Authority**

BCOM operational organization, and the direction of the Dean/CAO, gives the authority to manage course grades and report final course grades to the Office of Clinical Education in consultation with the Clerkship Directors and/or Assoc. Dean of Clinical Education.

3. **Faculty/Staff Responsibilities**

Clerkship Directors/Assoc. Dean of Clinical Education/Director of Clinical Education - follow the procedure described below in reviewing and finalizing course grades, and reporting that final grades are available to be transferred into the official record of course grades in the Student Information System (CAMS).

4. **Definitions/Abbreviations**

**Student Information System (SIS)** – The SIS is the on-line electronic program used to maintain official records of college enrollment, including student demographic information, student grades, student academic status, and other required documentation related to student enrollment and curricular activity.

**Learning Management System (LMS) and New Innovations (NI)** – The on-line, electronic programs containing curricular content and graded course elements.

5. **Procedural Steps**

**1. Transfer of Academic Records to the Office of the Register**

1.1. Assessment scores and final course grades.

1.1.1. Once course grades have been finalized and posted for students within the LMS, official record of final course grades will be transferred to the Office of the Registrar to be included in the SIS as part of the students’ academic record.

1.1.1.1. Determining Final Course Grades for core and elective rotations.

Once all the grade elements of the Clerkship are met, a final grade will be entered into the LMS gradebook. All grades must be entered into the permanent record within 25 days of the completion of the semester. In the event all the elements of the grade are not received by the Office of Clinical Education to enter the final grade, the Clerkship Director, with the office of Clinical Education, will obtain a confirmation of a rotation and record a final grade into the LMS gradebook.

1.1.1.2. For all third year core clerkships the updated grade to reflect the Honors designation will be posted into the LMS gradebook within 25 days of the completion of the Spring semester only.
1.1.1.3. Notification of Availability of Final Course Grades for upload to the SIS.

1.1.1.3.1. Final course grades will be posted into the LMS gradebook as a Pass/Fail/Honors.

1.1.1.3.2. Once finalized and posted in the LMS, The Director of Clinical Education will notify the Office of the Registrar that final course grades have been approved and posted.

1.1.1.3.2.1. Approval will result from review of final grades by the Associate Dean of Clinical Education, in conjunction with the Clerkship Directors and/or other members of the Clinical Education team.

1.1.1.3.2.2. Notification to the Office of the Registrar will occur through e-mail from the Associate Dean of Clinical Education/Director of Clinical Education to the Registrar, informing the Registrar that final grades for a specific semester have been posted in the LMS and are now available for transfer to the SIS (official academic record).

1.1.1.3.2.2.1. Such notification will occur no later than 25 days after the semester is over.

2. Retention of Academic Records

2.1. Assessment scores and final course grades.

2.1.1. All records related to individual assessments will be retained in electronic format for a minimum of one (1) year following graduation of the student.

2.1.2. All records related to course grades will be retained for a minimum of one (1) year following graduation of the student, within the Office of Clinical Education, and will be held in perpetuity within the Student Information System by the Office of the Registrar.

2.2. Academic Disciplinary Reports & Records.

2.2.1. All SPC documents will be retained for a minimum of one (1) year following graduation of the student, by the Student Progress Committee and by the Office of the Registrar.

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

SOP RR.010 – Posting of Grades

7. Maintenance

The policy will be maintained and reviewed by the Office of Clinical Education as deemed necessary and appropriate.

8. Signature

Signature on File 4.20.2020
Irina Zhorzholiani Date
Director of Clinical Education

9. Distribution List
### 10. Revision History

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