

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

Posting of Grades		SOP #: RR.010.00
Effective Date	4.17.20	
Last Revision/Review	4.17.20	

1. Purpose

This procedure describes the steps to be followed for the transfer and posting of final course grades from the Office of Pre-Clinical Education and the Office of Clinical Education for recording into the Student Information System as the official record of course grades which will be held in perpetuity.

2. Related Policy/Authority

Course Grade Reporting: Years One and Two, SOP #: PCE.001.01

SAP Processing, SOP #: FA.013.00

Policy B9520 – Satisfactory Academic Progress

Policy B9020 – Academic Standards

Policy B9120 – Academic Standing

Policy B9121 – Student Promotion and Graduation

3. Faculty/Staff Responsibilities

Assistant Dean of Student Assessment, Associate Dean of Clinical Education, Director of Clinical Education, Registrar, Associate Registrar - 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.

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.

LMS (LMS) – Learning management system

5. Procedural Steps

All grades will be entered into the permanent record within five (5) business days of the completion of the course for OMS I and OMS II and within thirty days (30) of the completion of the semester for OMS III and OMS IV.

An audit of all student grades will be performed by the Office of the Registrar on February 1 and August 1 each year. The Office of the Registrar will then provide a list of all missing grades to the Dean of the College. Please refer to the Office of the Registrar Manual – Posting of Grades for detailed information pertaining to the transference process.

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Posting Grades for OMS I and OMS II

Within 3 days of the completion of the course, The Assistant Dean of Student Assessment will notify the Office of the Registrar of the posting of final course grades to the LMS. Upon official notification, transfer of grades to the SIS will occur within five (5) business days by the office of the Registrar.

Posting Grades for OMS III and OMS IV

Within 25 days of the completion of the semester, the Director of Clinical Education will notify the Office of the Registrar of the posting of final course grades to the LMS. Upon official notification, transfer of grades to the SIS will occur within five (5) business days by the office of the Registrar.

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

Cross Reference:

This SOP cross-references:

the Office of the Registrar Manual – Posting of Grades

SOP PCE.001 – Course Grade Reporting Year One and Two

SOP CE.018 – Course Grade Reporting Years Three and Four

7. Maintenance

The policy will be maintained and reviewed by the Assistant Dean of Student Assessment, Associate Dean of Clinical Education, Director of Clinical Education, and the Registrar as deemed necessary and appropriate.

8. Signature

Signature on File

Marisella Reyes, MA
Registrar

4.17.2020

Date

9. Distribution List

Internal

10. Revision History

Revision Date	Subsection #	Summary of Changes	New/Cancellation/ Replacement Procedure? (if applicable)	Approval Date
1	[e.g., 3.1]			