

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

GPA and Class Rank		SOP #: PCE.010.04
Effective Date	4/5/2019	
Last Revision/Review	11.4.2020	

1. Purpose

To explain the process for GPA and class rank for all classes.

2. Related Policy/Authority

Burrell College Catalog

3. Faculty/Staff Responsibilities

Office of Pre-Clinical Education

Registrar

4. Definitions/Abbreviations

Class Rank: the numerical position of student in his or her graduating class reported by quartile.

GPA: Grade Point Average

5. Procedural Steps

5.1 The procedures below (5.1) apply to students who matriculated in July 2019 or July 2020:

- 5.1.1 All course grades in Years 1 and 2 are graded as Pass (P) or Fail (F).
- 5.1.2 Therefore, the College does not record a grade point average (GPA) on a student transcript nor does the College provide a quartile ranking.
- 5.1.3 In the case a student needs a letter of good standing they can request a letter from the Office of the Registrar.

5.2 For students who matriculated prior to July 2019, GPA and Class Rank will continue to follow the procedures listed below:

- 5.2.1 A student's GPA is calculated during years one and two of the curriculum for courses with numerical grades only.
- 5.2.1 GPA is determined by taking the numerical grade for each course weighted by the course credit hours. The sum of all numerical grades is divided by the number of the weighted course credit hours to provide a numerical average GPA. For students who have repeated courses, both grades are used in the GPA calculation.
- 5.2.2 For determination of class rank, students are listed in numerical order by their overall GPA and grouped into four quartiles of which will be used for the MSPE: First Quartile, Second Quartile, Third Quartile, Fourth Quartile.
- 5.2.3 Interim class ranks are calculated at the end of each term during years one and two. All students who have completed the term are counted in the interim class rank determination unless excluded by the provision in Line 5. The interim class rank is only reported by quartile and for items such as scholarship applications and/or summer internship opportunities.
- 5.2.4 After determination of final grades at the end of year two, students will be given a final class rank reported by quartile. However, students who, within years one and two, have been

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academically suspended and are able to repeat an academic year or students who have gone on a leave of absence and have returned, will not be ranked.

- 5.2.5 If a quartile breaks at a tied GPA, the student will be ranked in the higher quartile.
- 5.2.6 The Dean, at his discretion, may opt to report the top ten percent for the MSPE.
- 5.2.7 A student's class rank is available, upon request, from the Registrar. Class rank is not reported on a transcript.

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

7. Maintenance

8. Signature

Signature on File	11.4.2020
Marcy Oxford, PhD Assistant Dean of Student Assessment	Date

9. Distribution List

Internal/External

10. Revision History

Revision Date	Subsection #	Summary of Changes	New/Cancellation/ Replacement Procedure? (if applicable)	Approval Date
1	5	LOA/Academically Withdrawn not ranked.		5/16/2019
2	4, 6	Added that interim ranks will not include LOA/Academically Withdrawn students. Addition of language regarding a tie.		6/27/2019
3	3	Update to change from Academic Affairs to Pre-Clinical Education; includes change in numbering (from AA to PCE)		7/23/19
11.4.2020	5	Added information regarding class rank and GPA for class of 2023 and 2024		11.4.2020