

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

Credit Hour Determination		SOP #: RR.017.00
Effective Date	11.3.2020	
Last Revision/Review		

1. Purpose

Procedure for the assignment of credit hours

2. Related Policy/Authority

Policy B6000 Credit Hours

3. Faculty/Staff Responsibilities

Registrar and Office of Compliance

4. Definitions/Abbreviations

5. Procedural Steps

1. Upon notification from the Curriculum Committee of a new course or a change in credit hours for an existing course, the Registrar will verify accuracy of the credit hour determination in accordance with policy. In the event of a discrepancy, the Registrar will notify the Curriculum Committee.
2. In the late Spring of each year, the Registrar and the Office of Compliance will evaluate course credits for the degree program to ensure consistency and accuracy for federal and state reporting.

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

7. Maintenance

Annually

8. Signature

Signature on File	11.3.2020
Marisella Reyes, Registrar	Date

9. Distribution List

Internal/External

10. Revision History

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