

# BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

## STANDARD OPERATING PROCEDURES

<b>Course Grade Reporting: Years Three and Four</b>		<b>SOP #: CE.018.01</b>
Effective Date	4/20/20	
Last Revision/Review	7/7/21	

### 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 Registrar

##### 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 block. 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

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completion of the Spring semester only. Appropriate grade change forms will be generated by the Office of Clinical Education and submitted to the Registrar.

- 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.
  - 1.1.1.3.3. The Director of Clinical Education, or their designee, will download the CSV files from the LMS after each block and place them in the shared drive (Grade Postings). The Director, or designee, will then notify the Registrar that the grades have been submitted to the shared drive.
  - 1.1.1.3.4. The Registrar will review the CSV files and notify the Director of Clinical Education if any changes are needed before posting the grades to the SIS.
  - 1.1.1.3.5. Once the Registrar posts the grades, any changes in final grades must be submitted by the Director of Clinical Education and accompanied by a grade change form.

## **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

Director of Clinical Education

7.7.2021

Date

## **9. Distribution List**

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### 10. Revision History

Revision Date	Subsection #	Summary of Changes	New/Cancellation/Replacement Procedure? (if applicable)	Approval Date
7/7/2021	5	Updated process information about notifying Registrar of grades.		7/8/2021