

# **BURRELL COLLEGE OF OSTEOPATHIC MEDICINE**

## **STANDARD OPERATING PROCEDURES**

<b>Course Grade Reporting: Years One and Two</b>		<b>SOP #: PCE.001.02</b>
Effective Date	9/17/2018	
Last Revision/Review	11/1/2021	

### **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: SOPs 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 Evaluation and Assessment in consultation with the Course Director of the course in question.

### **3. Faculty/Staff Responsibilities**

Course Directors/Evaluation and Assessment Dean - 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)** – The LMS is the on-line electronic program used to deliver curricular information, including grades, to the students enrolled in academic coursework.

### **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.**

1.1.1.1.1. Course grades will be calculated based on earned points and based on course grade adjustment procedures, as described in the SOP on Course Grade Adjustment (SOP SAS.003.00 Course Grade Adjustment Procedures).

1.1.1.2. Notification of Availability of Final Course Grades for upload to the SIS.

1.1.1.2.1. Final course grades will be posted into the LMS gradebook as a pass/fail grade.

1.1.1.2.2. Once finalized and posted in the LMS, the Office of the Registrar will be notified that final course grades have been approved and posted.

# BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

## STANDARD OPERATING PROCEDURES

- 1.1.1.2.2.1. Approval will result from review of adjusted final grades by the Assistant Dean of Evaluation and Assessment, in conjunction with the Course Director and/or other members of the Pre-Clinical Education or Clinical Education team.
        - 1.1.1.2.2.2. Notification to the Office of the Registrar will occur through e-mail from the Assistant Dean of Evaluation and Assessment to the Registrar, informing the Registrar that final grades for a specific course have been posted in the shared drive, 'grades to be posted', and are now available for transfer to the SIS (official academic record).
          - 1.1.1.2.2.2.1. Such notification will occur within one (1) business day of the grade being posted to the LMS.
      - 1.1.1.3. Transfer of Posted Course Grades from the LMS to the SIS.
        - 1.1.1.3.1. Once notification of the posting of final course grades to the shared folder has been received by the Office of the Registrar, transfer of grades to the SIS will occur within five (5) business days.
- 1.2. Academic Disciplinary Reports & Records
  - 1.2.1. Once course grades have been finalized and posted for students, the Student Progress Committee (SPC) will meet with students who have failed a course and make formal recommendations as to the student's(s') academic status.
    - 1.2.1.1. The SPC decision on student status, and any recommendations made to the student, will be recorded in the SPC meeting minutes and a letter will be prepared to communicate this information to each individual student.
      - 1.2.1.1.1. SPC letters will be saved in a secure folder to preserve confidentiality in accordance with FERPA regulations.
      - 1.2.1.1.2. The secure folder is shared with the Office of the Registrar, so the Registrar may access these letters.
    - 1.2.1.2. The SPC Chairperson will notify the Registrar when SPC letters are finalized and saved to the secure folder, with notification being made within one (1) business day of the SPC meeting where the decisions were made.
    - 1.2.1.3. The Office of the Registrar will maintain a separate record of these documents in a secure electronic location as an archive of record of academic actions recommended by the SPC.
    - 1.2.1.4. The Office of the Registrar will, upon receiving notification from the SPC Chairperson, forward the SPC letters (found in the secure shared folder) to the identified students within one (1) business day.
      - 1.2.1.4.1. The notices sent to the students by Office of the Registrar will be:
        - 1.2.1.4.1.1. Posted in the SIS student portal Notification of the document's existence will be sent to the student through Burrell e-mail.
  - 1.2.2. Any and all other documents issued by the Offices of Pre-Clinical or Clinical Education and related to decisions regarding student academic standing/status, will follow the same process and timeline as described above for SPC letters and documents.
    - 1.2.2.1. Letters/documents will be saved in a secure folder to preserve confidentiality in accordance with FERPA regulations.

# **BURRELL COLLEGE OF OSTEOPATHIC MEDICINE**

## **STANDARD OPERATING PROCEDURES**

1.2.2.2. The secure folder is shared with the Office of the Registrar, so the Registrar may access these letters.

### **2. Retention of Academic Records**

#### **2.1. Assessment scores and final course grades.**

2.1.1. All records related to individual scored assessments (quizzes, exams, or other) will be retained in electronic format for a minimum of five (5) years, or 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 five (5) years, or a minimum of one (1) year following graduation of the student, within the Office of Academic Affairs, 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 five (5) years, or a minimum of one (1) year following graduation of the student, by the Student Progress Committee and by the Office of the Registrar.

2.2.2. All other documents issued by the Offices of Pre-Clinical, Clinical Education, or Office of Evaluation and Assessment and related to decisions regarding student academic standing/status will be retained for a minimum of five (5) years, or a minimum of one (1) year following graduation of the student, by the Office of Academic Affairs and by the Office of the Registrar.

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

#### **Cross Reference:**

This SOP cross-references:

- the SOP on Course Grade Adjustment
- the SOP on SPC procedures

### **7. Maintenance**

The policy will be maintained and reviewed by the Assistant Dean of Student Assessment and the Office of the Registrar as deemed necessary and appropriate.

### **8. Signature**

Signature on File	11/1/221
Department Head of Evaluation and Assessment	Date

### **9. Distribution List**

Internal

### **10. Revision History**

# BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

## STANDARD OPERATING PROCEDURES

Revision Date	Subsection #	Summary of Changes	New/Cancellation/Replacement Procedure? (if applicable)	Approval Date
9/17/2018	8	Policy was moved to Academic Affairs and signed by Assistant Dean of Student Assessment		9/17/2018
7/23/19	All	Update to change from Academic Affairs to Pre-Clinical Education;		7/23/19
10/28/21	All	Update to change from Assistant Dean of Student Assessment to Evaluation and Assessment; Change process for student notification		11/1/2021