

# **BURRELL COLLEGE OF OSTEOPATHIC MEDICINE**

## **STANDARD OPERATING PROCEDURES**

<b>Procedure for Determining Honors Designations</b>		<b>SOP #: AA.011.00</b>
Effective Date	11/15/2018	
Last Revision/Review	8/17/2022	

### **1. Purpose**

This SOP describes the procedures for establishing recognition of academic excellence during the didactic years of medical curriculum (Years 1 and 2).

### **2. Related Policy/Authority**

Burrell College of Osteopathic Medicine; Student Handbook; Course Grades

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

Office of Student Assessment/Course Directors

- follow consistent procedure for determination and tracking of students honoring a course
- generate Honors Letters and distribute a hard copy to students

Student Affairs Department

- maintain records of all honors students

Registrar

- distribute Honors Letters to students via the CAMS Student Portal

### **4. Definitions/Abbreviations**

### **5. Procedural Steps**

Course Top 10% List:

1. After determination of final grades in a course, the students will be ranked from highest to lowest on a grade spreadsheet. The top 10% (typically the top 16 students out of approximately 160) will be identified and designated as "Honors".
2. If more than one student has the same grade as the 16<sup>th</sup> ranked student, each student with the same grade as the 16<sup>th</sup> ranked student will be included in the top 10%.
3. The Office of Student Assessment will create a letter for each student performing in the Top 10% of the course. (A copy of this unsigned letter will be archived in the Office of Student Assessment.)
4. The Course Director will sign the letters, after which the letters will be forwarded to the Office of the Registrar.
5. Burrell's Registrar will send notification to the student to check their CAMS Student Portal for the letter.
6. A copy of the signed Honors letter(s) will be retained and archived by the Office of the Registrar, and in the Office of Student Affairs.

Dean's List

1. At the end of an academic term, the Honors Lists for each course in that term will be analyzed by the Office of Student Assessment.
2. Any student who has received an Honors Letter in ALL courses in the corresponding fall or spring term, will be placed on the "Dean's List" for that term.

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3. A letter of recognition will be generated by the Office of Student Assessment and signed by the Dean/CAO. (A copy of this unsigned letter will be archived in the Office of Student Assessment.)
4. Signed letters will be forwarded to the Office of the Registrar.
5. Burrell's Registrar will send notification to the student to check their CAMS Student Portal for the letter.
6. A copy of the signed Dean's List letter(s) will be retained and archived by the Office of the Registrar, and in the Office of Student Affairs.

### Dean's Honor Roll

1. Following completion of the 2<sup>nd</sup> academic year, the Dean's Lists for each term will be reviewed by the Office of Student Assessment, and any student who has been on the Dean's List for ALL 4 terms, will be placed on the "Dean's Honor Roll".
2. A letter of recognition will be generated by the Office of Student Assessment, and signed by the Dean/CAO. (A copy of this unsigned letter will be archived in the Office of Academic Affairs.)
3. Signed letters will be forwarded to the Office of the Registrar.
4. BCOM's Registrar will send notification to the student to check their CAMS Student Portal for the letter.
5. A copy of the signed Dean's Honor Roll letter(s) will be retained and archived by the Office of the Registrar, and in the Office of Student Affairs.

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

### **7. Maintenance**

The policy will be maintained by the office of Academic Affairs

### **8. Signature**

Approved by  
Department Head  
of Evaluation and Assessment

8/17/2022

Date

### **9. Distribution List**

### **10. Revision History**

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## STANDARD OPERATING PROCEDURES

Revision Date	Subsection #	Summary of Changes	New/Cancellation/Replacement Procedure?(if applicable)	Approval Date
7/5/2019	All	Utilization of CAMS Student Portal for notifications		7/5/2019
7/23/19	All	Update to change from Academic Affairs to Pre-Clinical Education; includes change in numbering (from AA to PCE)		7/23/19
10/28/20	All	Update to change from Pre-clinical Education to Student Assessment		10/28.2020