

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

Course Grade Reporting: Years One and Two		SOP #: AA.008.04
Effective Date	9/17/2018	
Last Revision/Review	5/2/23	

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).

2. Related Policy/Authority

Burrell operational organization, and the direction of the Dean/CAO, gives the authority to manage course grades, and report final course grades, to the Course Director of the course in question in consultation with the Office of Curriculum Effectiveness and Evaluation.

3. Faculty/Staff Responsibilities

Course Directors/Office of Curriculum Effectiveness and Evaluation - 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 online 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 Final Course Grades to the Office of the Registrar

- 1.1.1. Within five (5) business days of course completion, grades must be submitted to the Registrar. Upon receipt the Registrar has two (2) business days to post the grades in the SIS.
 - 1.1.1.1. Once final course grades have been determined by the Course Director (as approved with a routing sheet for signature) and the course grades have been submitted to the Registrar by the Course Director via the Office of Curriculum Effectiveness and Evaluation, the course grades will be posted for students within the LMS.
 - 1.1.1.1.1. Upon approval by the course director (as approved by a signed routing sheet), notification of the final grade to the Office of the Registrar will occur through e-mail from the Office of Curriculum Effectiveness and Evaluation 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. Such notification will include the Course Director signed approval via routing sheet.
 - 1.1.1.1.2. Final course grades will be posted into the LMS gradebook as a pass/fail grade.
 - 1.1.1.1.3. Course grades for courses ending at the end of the Fall term will be finalized and sent to the Registrar for posting prior to the

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start of the Spring term regardless if there are 5 business days between the two terms..

- 1.1.1.2. Course failures will be submitted by the Registrar to the Chair of the Student Performance Committee upon receipt of final grades and no later than the same business day the final grades are posted in the SIS.
- 1.1.1.3. Once the Registrar posts the grades, any changes in final grades must be approved by the Course Director and submitted to the Registrar accompanied by a grade change form.
- 1.1.1.4. Course Grade Determination. Course grades will be calculated based on earned points and on course grade adjustment procedures, as described in the SOP on Course Grade Adjustment (AA.028). Course Directors are responsible for determining final grades.

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

Cross Reference:

SOP AA.028 Course Grade Adjustment

Routing Sheet

7. Maintenance

The policy will be maintained and reviewed by the Department Head of Academic Affairs and the Office of the Registrar as deemed necessary and appropriate.

8. Signature

Approved by

Department Head of Academic Affairs

5.2.2023

Date

9. Distribution List

Internal

10. Revision History

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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
7/7/22	All	Change from Dean to Department Head, pre-clinical to Academic Affairs, formatting edits.		8/17/2022
10/6/22	1.1	Clarification on Grading Responsibilities		10/6/2022
1/4/23	All	Updated Office of Curriculum Effectiveness and Evaluation; removed SPC and Record Retention information because it is contained in another SOP.		1/4/23
5/16/23	5	Updated process to include course director routing form and timeline for posting and transmittal of failures to SPC		5/16/23