

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

Course Grade Reporting: Years Three and Four		SOP #: CE.018.03
Effective Date	4/20/20	
Last Revision/Review	5/25/23	

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).

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 Clerkship Directors in consultation with the Office of Clinical Education and/or Assoc. Dean of Clinical Education.

3. Faculty/Staff Responsibilities

Clerkship Directors/Assoc. Dean of Clinical Education/Director of Clinical Education or designee - 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

Transfer of Final Course Grades to the Office of the Registrar

- 1.1.1. Within twenty-five (25) 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.
- 1.1.2. Once course grades have been determined by the Clerkship Director, 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.
 - 1.1.2.1. Once all the grade elements of the Clerkship are met, a final grade will be approved by the Clerkship Director. All course grades must be finalized 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, in consultation with the Office of Clinical Education, will obtain a confirmation of a rotation and record a grade into the LMS gradebook.
 - 1.1.2.2. Upon approval by the clerkship director, notification of the final course grade to the Registrar will occur through email from the Office of Clinical Education to the

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Registrar informing the Registrar that final grades for specific courses have been posted in the shared drive, 'grades to be posted', and are now available for posting in the SIS.

1.2.2.3. Final course grades will be posted into the LMS gradebook as a Pass/Fail/Honors.

1.1.3.1 Course failures will be submitted by the Office of Clinical Education to the Chair of the Student Performance Committee upon submission of final grades to the Registrar and no later than the same business day the grades are posted.

1.1.4 Once the Registrar posts the grades, any changes in final grades must be approved by the Clerkship Director and submitted by the Director of Clinical Education and accompanied by a grade change form.

1.1.5 For all core clerkships the updated grade to reflect the Honors designation will be determined by the Clerkship Director and posted into the LMS gradebook within 25 days of the completion of the Spring semester only. Appropriate grade change forms will be generated by the Office of Clinical Education and submitted to the Registrar.

2 Retention of Academic Records

2.1 Assessment scores and final course grades.

2.1.3 All records related to individual assessments will be retained in electronic format for a minimum of one (1) year following graduation of the student.

2.1.4 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.

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

5/25/2023

Department Head of Clinical Education

Date

9. Distribution List

10. Revision History

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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
10/6/22	1.1	Clarification on Grading Responsibilities		10/6/2022
5/25/23	All	Clarification on Grade Posting Timelines in SIS and LMS		6/20/223