BURRELL COLLEGE OF OSTEOPATHIC MEDICINE
STANDARD OPERATING PROCEDURES

Posting of Grades		SOP #: RR.010.01
Effective Date	4.17.20	
Last Revision/Review	4.17.20, 5.4.23, 5/9/2024	

1. Purpose

This procedure describes the steps to be followed for the transfer and posting of final course grades from the Office of Pre-Clinical Education and the Office of Clinical Education for recording into the Student Information System as the official record of course grades which will be held in perpetuity.

2. Related Policy/Authority

Course Grade Reporting: Years One and Two, SOP #: PCE.001
Course Grade Reporting: Years Three and Four, SOP #: CE.018
SAP Processing, SOP #: FA.013
Policy B9520 – Satisfactory Academic Progress
Policy B9020 – Academic Standards
Policy B9120 – Academic Standing
Policy B9121 – Student Promotion and Graduation

3. Faculty/Staff Responsibilities

Office of Academic Affairs, Registrar, Associate Registrar - 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.

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.

LMS (LMS) – Learning management system

5. Procedural Steps

All grades will be entered into the permanent record within five (5) business days of the completion of the course for OMS I and OMS II and within thirty days (30) of the completion of the semester for OMS III and OMS IV.

An audit of all student grades will be performed by the Office of the Registrar on February 1 and August 1 each year. The Office of the Registrar will then provide a list of all missing grades to the Dean of the College. Please refer to the Office of the Registrar Manual – Posting of Grades for detailed information pertaining to the transference process.

Posting Grades for OMS I and OMS II

Per Policy, within 2 days of the completion of the course, The Assistant Dean of Curriculum Effectiveness and Evaluation will notify the Office of the Registrar of the posting of final course grades to the LMS. Such notification will include the Course Director signed approval via routing sheet. Upon official notification, transfer of grades to the SIS will occur within five (5) business days by the office of the Registrar.

Posting Grades for OMS III and OMS IV

Within 25 days of the completion of the block, the Director of Clinical Education will notify the Office of the Registrar of the posting of final course grades to the LMS. Upon official notification, transfer of grades to the SIS will occur within five (5) business days by the office of the Registrar.

Within 3 days of the completion of the semester, the Director of Clinical Education will notify the Office of the Registrar of the posting of Final course grades to the LMS. Upon official notification, transfer of grades to the SIS will occur within 2 business days by the Office of the Registrar.

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

Cross Reference:

This SOP cross-references:

the Office of the Registrar Manual – Posting of Grades

SOP PCE.001 – Course Grade Reporting Year One and Two
SOP CE.018 – Course Grade Reporting Years Three and Four

7. Maintenance

The policy will be maintained by the Registrar in consultation with Academic Affairs, as deemed necessary and appropriate.

8. Signature

Approved by	5.9.2024
Registrar	Date

9. Distribution List

Internal

10. Revision History

Revision Date	Subsection #	Summary of Changes	New/Cancellation/ Replacement Procedure? (if applicable)	Approval Date
1	[e.g., 3.1]			
5.4.23	5	Aligned timeline for grade submission with policy. Included Course Director approval routing sheet information.		5.16.2023