

# **BURRELL COLLEGE OF OSTEOPATHIC MEDICINE**

## **STANDARD OPERATING PROCEDURES**

<b>Degree Audit</b>		<b>SOP #: RR.011.00</b>
Effective Date	4.27.2020	
Last Revision/Review	4.27.2020, 5.3.2023	

### **1. Purpose**

The degree audit is an online academic planning tool, available through the Student Information System that allows students and administrators to track students' academic progress toward completion of degree requirements. The Office of the Registrar utilizes the degree audit to verify that graduation requirements have been met.

### **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**

Registrar and Associate Registrar - follow the procedure outlined below in performing degree audits.

### **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**

A degree audit will be performed by the Office of the Registrar on February 1 and August 1 each year. Within one (1) business day of completion of the degree audit, the Office of the Registrar will provide a degree audit report to the Dean of the College. Please refer to the Office of the Registrar Manual – Degree Audit for detailed information pertaining to the process.

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

#### **Cross Reference:**

This SOP cross-references:

the Office of the Registrar Manual – Posting of Grades

### **7. Maintenance**

The policy will be maintained and reviewed by the Registrar as deemed necessary and appropriate.

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### **8. Signature**

Approved by

5.16.2023

Registrar

Date

### **9. Distribution List**

Internal/External

### **10. Revision History**