

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

Degree Audit	SOP #: RR.011.00
Effective Date	4.27.2020
Last Revision/Review	4.27.2020, 5.3.2023, 5.9.2024

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.

8. Signature

Approved by

5.9.2024

Registrar

Date

9. Distribution List

Internal/External

10. Revision History