

# **BURRELL COLLEGE OF OSTEOPATHIC MEDICINE**

## **STANDARD OPERATING PROCEDURES**

<b>Graduation Checklist</b>		<b>SOP #: RR.020.01</b>
Effective Date	4.14.22	
Last Revision/Review	4.14.22, 5.3.2023	

### **1. Purpose**

To ensure all pertinent departments assist in clearing students for graduation.

### **2. Related Policy/Authority**

### **3. Faculty/Staff Responsibilities**

Office of Registrar  
Office of Student Affairs  
Office of Financial Aid  
Office of Finance

### **4. Definitions/Abbreviations**

SIS: Student Information System

### **5. Procedural Steps**

#### **5.1 Registrar**

In Sept/Oct, diploma covers will be ordered.

Beginning in December and concluding in January of each year, the Registrar will solicit fourth year students for any legal name changes in preparation for ordering the diploma.

Registrar will order diplomas by the end of January/beginning of February.

Registrar will conduct degree audits of all fourth-year students. Final degree audits will be placed in the student academic record and printed for their physical file by the end of May.

Prior to April 15<sup>th</sup>, the Registrar will prepare and send a Graduate Checkout email to all fourth-year students. The email will contain information regarding Financial Aid Exit Counseling and Graduate Survey. Fourth year students will be required to sign and submit the Graduate Checkout form at the completion of all tasks.

During the last week of classes for OMS IV, the Registrar will prepare the list of graduates to be provided to the Chair of Faculty Council for approval by the faculty.

#### **5.2 Office of Financial Aid**

Financial Aid ledgers with financial aid exit counseling information will be placed into the student portal by April of each year.

Financial Aid will review Graduate Checkout Email with the Registrar prior to April 15<sup>th</sup> to ensure accurate content regarding financial aid exit counseling.

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Students who received federal financial aid that have not completed the exit counseling by the date of graduation will be sent financial aid exit counseling information by mail to their last known address in the week immediately following graduation.

### **5.3 Office of Finance**

Statement of all financial activity will be placed into document tracking. Students who have a balance due will be notified of a hold on their transcript/diploma until payment has been made. Bursar will work with the Office of Financial Aid in contacting students who have a payment due.

### **5.4 Office of Institutional Effectiveness and Office of Student Affairs**

In March, the Offices will work to finalize access links for the AAMC Graduating Student Survey and/or the internal Graduate Satisfaction Survey and provide to the Registrar for Graduate Checkout email.

The Office of Student Affairs will assist with reminders for students to review the Graduate Checkout email and complete exit counseling/graduate surveys for Graduate Checkout email.

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

## **7. Maintenance**

The Registrar developed the procedure; it will be reviewed and updated annually.

## **8. Signature**

Approved by	5.16.2023
Registrar	Date

## **9. Distribution List**

External

## **10. Revision History**

Revision Date	Subsection #	Summary of Changes	New/Cancellation/ Replacement Procedure? (if applicable)	Approval Date
5.3.2023	5.1	Added the additional Checkout form that fourth year students must sign		5.16.2023