

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

Graduation Checklist		SOP #: RR.020.01
Effective Date	4.14.22	
Last Revision/Review	4.14.22, 5.3.2023, 5.9.2024	

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 15th, 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 15th to ensure accurate content regarding financial aid exit counseling.

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

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	5.9.2024
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