

# **BURRELL COLLEGE OF OSTEOPATHIC MEDICINE**

## **STANDARD OPERATING PROCEDURES**

<b>Student Promotion</b>		<b>SOP #: RR.023.00</b>
Effective Date	3/10/2025	
Last Revision/Review		

### **1. Purpose**

Each student's level and cohort are key information, and the Office of the Registrar works diligently to maintain the most current and accurate status of each student. These procedures help to ensure that enrolled students' College Level and Cohort accurately reflect their placement in the program as confirmed by the credits listed in their Degree Audit, as well as, returning students are placed in their proper cohort prior to the start of course work.

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

Policy B9121 – Student Promotion and Graduation

SOP #: RR.010 – Posting of Grades

SOP #: RR.011 – Degree Audit

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

Registrar / Associate Registrar

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

College Level – OMS I, OMS II, OMS III, OMS IV

### **5. Procedural Steps**

At the conclusion of each academic year, final grades will be processed as described in SOP #: RR.010. Following the posting of grades, the Office of the Registrar will run a degree audit report to confirm that students have met the credit and course requirements necessary for promotion to the next college level.

Upon confirmation, students will be promoted to the next college level in the Student Information System. These changes will be completed and verified no later than the start of the next academic year.

### **Returning Students**

Students returning to the program following an approved Leave of Absence or Academic Suspension will return to the same college level in which they left. Students will be placed in their new cohort, consistent with the appropriate college level. Communication of the new cohort will be sent to the appropriate departments on campus, including but not limited to the Office of Financial Aid, Office of the Bursar, Office of Student Affairs, Office of Academic Affairs, Office of Pre-Clinical education and Office of Clinical Education.

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

Degree Audit Report

### **7. Maintenance**

The Registrar will review and update it annually.

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### **8. Signature**

Approved by	3/10/2025
Registrar	Date

### **9. Distribution List**

Internal/External

### **10. Revision History**

Revision Date	Subsection #	Summary of Changes	New/Cancellation/ Replacement Procedure? (if applicable)	Approval Date
1	All	Procedure created	New	3/10/2025