

# **BURRELL COLLEGE OF OSTEOPATHIC MEDICINE**

## **STANDARD OPERATING PROCEDURES**

<b>Course Grade Reporting: Years One and Two</b>		<b>SOP #: AA.008.03</b>
Effective Date	9/17/2018	
Last Revision/Review	1/4/2023	

### **1. Purpose**

This procedure describes the steps to be followed for transfer of Final Course Grades to the Office of the Registrar for recording into the Student Information System (as the official record of course grades).

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

Burrell operational organization, and the direction of the Dean/CAO, gives the authority to manage course grades, and report final course grades, to the Course Director of the course in question in consultation with the Office of Curriculum Effectiveness and Evaluation.

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

Course Directors/Office of Curriculum Effectiveness and Evaluation - follow the procedure described below in reviewing and finalizing course grades and reporting that final grades are available to be transferred into the official record of course grades in the Student Information System (CAMS).

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

**Student Information System (SIS)** – The SIS is the online 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.

**Learning Management System (LMS)** – The LMS is the on-line electronic program used to deliver curricular information, including grades, to the students enrolled in academic coursework.

### **5. Procedural Steps**

#### **1. Transfer of Academic Records to the Office of the Registrar**

##### **1.1. Assessment scores and final course grades.**

1.1.1. Once course grades have been determined by the Course Director and posted for students within the LMS, official record of final course grades will be submitted by the Course Director to the Registrar's Office via the Office of Curriculum Effectiveness and Evaluation.

##### **1.1.1.1. Determining Final Course Grades.**

1.1.1.1.1. Course grades will be calculated based on earned points and on course grade adjustment procedures, as described in the SOP on Course Grade Adjustment (PCE.014). Course Directors are responsible for determining final grades. Discrepancies or special considerations outside of SOP language must be made in collaboration with the Office of Academic Affairs.

##### **1.1.1.2. Notification of Availability of Final Course Grades for upload to the SIS.**

1.1.1.2.1. Final course grades will be posted into the LMS gradebook as a pass/fail grade.

1.1.1.2.2. Once finalized and posted in the LMS, the Office of the Registrar will be notified that final course grades have been approved and posted.

1.1.1.2.2.1. Approval will result from review of adjusted final grades by the Course Directors, in conjunction with the

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Office of Curriculum Effectiveness and Evaluation and other members of the Pre-Clinical Education or Clinical Education team.

1.1.1.2.2.2. Notification of the final grade to the Office of the Registrar will occur through e-mail from the Office of Curriculum Effectiveness and Evaluation to the Registrar, informing the Registrar that final grades for a specific course have been posted in the shared drive, 'grades to be posted', and are now available for transfer to the SIS (official academic record).

1.1.1.2.2.2.1. Such notification will occur within one (1) business day of the grade being posted to the LMS.

1.1.1.3. Transfer of Posted Course Grades from the LMS to the SIS.

1.1.1.3.1. Once notification of the posting of final course grades to the shared folder has been received by the Office of the Registrar, transfer of grades to the SIS will occur within five (5) business days.

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

#### **Cross Reference:**

This SOP cross-references:  
the SOP on Course Grade Adjustment

### **7. Maintenance**

The policy will be maintained and reviewed by the Department Head of Academic Affairs and the Office of the Registrar as deemed necessary and appropriate.

### **8. Signature**

Approved by	1/4/23
Department Head of Academic Affairs	Date

### **9. Distribution List**

Internal

### **10. Revision History**

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Revision Date	Subsection #	Summary of Changes	New/Cancellation/ Replacement Procedure? (if applicable)	Approval Date
9/17/2018	8	Policy was moved to Academic Affairs and signed by Assistant Dean of Student Assessment		9/17/2018
7/23/19	All	Update to change from Academic Affairs to Pre-Clinical Education;		7/23/19
10/28/21	All	Update to change from Assistant Dean of Student Assessment to Evaluation and Assessment; Change process for student notification		11/1/2021
7/7/22	All	Change from Dean to Department Head, pre-clinical to Academic Affairs, formatting edits.		8/17/2022
10/6/22	1.1	Clarification on Grading Responsibilities		10/6/2022
1/4/23	All	Updated Office of Curriculum Effectiveness and Evaluation; removed SPC and Record Retention information because it is contained in another SOP.		1/4/23