

# **BURRELL COLLEGE OF OSTEOPATHIC MEDICINE**

## **STANDARD OPERATING PROCEDURES**

<b>Admissions Transference of Records</b>		<b>SOP #: ADM.005.00</b>
Effective Date	12.14.2020	
Last Revision/Review	12.14.2020	

### **1. Purpose**

Define the process wherein incoming student records are transferred by the Office of Admissions to the Office of the Registrar.

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

Policy B2090 Record Retention

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

Office of Admissions

Office of the Registrar

Administrative Coordinator

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

### **5. Procedural Steps**

- 1.1 Beginning May 15 (or the following business day if May 15 lands on a weekend or holiday), the Office of Admissions will create folders within the document warehouse for each incoming student.
- 1.2 The Office of Admissions will transfer all finalized Admissions-related documents to the document warehouse student folders for upload into CAMS. Pertinent records include:
  - Admissions Application (AACOMAS)
  - Qualifying Transcript (with degree conferred)
  - Admission Offer Agreement with Attachments (electronically signed in AMP)
    - Prerequisites
    - Admission Checklist
    - Minimal Technical Standards
    - Background and Drug Screening
    - Financial Responsibility Agreement
    - Student Immunization Requirements
  - Permanent residency document (if applicable)
  - Deferment Affidavit signed in previous cycle (if applicable)
- 1.3 The Administrative Coordinator will upload finalized and complete Admissions-related documents into CAMS as they are placed in the document warehouse for all incoming student folders.
- 1.4 The Office of Admissions will begin review and verification of all Admissions-related documents in CAMS no later than June 15 (or the following business day if June 15 lands on a weekend or holiday).

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- 1.5 By July 1, all incoming students with no outstanding documentation will be reviewed and verified in CAMS by the Office of Admissions. Notification of the completed files will be sent via email to the Office of the Registrar.
- 1.6 On July 1 (or the following business day if July 1 lands on a weekend or holiday), the Office of Admissions will notify the Dept. Head of Enrollment Services and Registrar of any incoming student with outstanding documents yet to be received. The Office of Admissions will be responsible for following up with the incoming students and any appropriate entity to ensure complete and finalized documents are received. All documents must be uploaded to CAMS, reviewed, and verified by the Office of Admissions no later than the Friday prior to orientation.
- 1.7 The Office of Admissions will keep the Dept. Head of Enrollment Services apprised of any deviation to this procedure.

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

### **7. Maintenance**

Reviewed annually by the Director of Admissions.

### **8. Signature**

Signature on File

Courtney Lewis, Director of Admissions

12.14.2020

Date

### **9. Distribution List**

### **10. Revision History**

Revision Date	Subsection #	Summary of Changes	New/Cancellation/ Replacement Procedure? (if applicable)	Approval Date
1	[e.g., 3.1]			