

Course Director Responsibilities for the Preclinical Course Gradebook (OMS-1 and OMS-2)-DO

Policy Information			
Policy#:	ACA.6073	Reviewed Date(s):	5/24
Date Created:	5/1/24	Revised Date(s):	8/24
Policy Owner:	Sen Assoc Dean-Academics COM	Council/Committee Recommendation:	Provost Council
Responsible University Administrator:	VP Academic Affairs/Provost	President Council Approved Date:	08/29//24

1. Purpose

- 1.1. To clarify expectations regarding course director responsibilities for maintaining the gradebook in the pre-clinical curriculum (OMS-1 and OMS-2) at Baptist University College of Osteopathic Medicine (BUCOM).

2. Policy

- 2.1. The Course Director(s) are responsible for accurately recording grades in the gradebook, ensuring consistency between the scoring breakdown in the syllabus and the gradebook, timely posting of learner grades for each preclinical course, and correctly entering final grades into the Baptist Health Science University (BHSU) secure student web portal by the deadlines established in the BUCOM/BHSU Academic Calendar.

3. Definitions

- 3.1. Gradebook: the program in the Learning Management System (LMS) used for accounting for learner academic performance.
- 3.2. Organ systems 1: includes the HEENT, cardiovascular, pulmonary and gastrointestinal modules.
- 3.3. Organ systems 2: includes the renal, endocrine, reproductive, and hematology modules.
- 3.4. Organ systems 3: includes the neuroscience, behavioral, rheumatology/dermatology and systems-integration modules.

4. Procedure

- 4.1. Because each pre-clinical (OMS-1 and OMS-2) course covers a variety of topics and content, it is desirable to have some flexibility in the individual gradebooks for each course.
- 4.2. The Course Director(s) of record is responsible for developing a proposed gradebook for each semester based on the events for that semester calendar.

- 4.3. Each organ systems course will have a single gradebook that encompasses all modules for that semester.
- 4.4. The gradebook will be reviewed by the BUCOM Curriculum Committee to assure that the proposed event weightings are fair and consistent over the longitudinal span of that course.
- 4.5. The course syllabus will detail the breakdown of how points are tabulated that for that semester.
- 4.6. Course Directors should make all efforts to report grades within a two-week time frame of completion of that event. For events providing narrative feedback, this time frame may sometimes need to be expanded.

5. Related Information

- 5.1. BUCOM Syllabus Template.

6. Publications

Yes	Publication	Yes	Publication
	University Academic Catalog		University Website
	University Student Handbook		MyCampus
	University Faculty and Staff Handbook		Other University Publication: