

# BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

## STANDARD OPERATING PROCEDURES

|  |                  |                         |
|--|------------------|-------------------------|
| <b>Student Attendance and Attendance Records</b> |                  | <b>SOP #: AA.006.01</b> |
| Effective Date:                                  | 10/2/2018        |                         |
| Last Revision/Review                             | 7/23/19, 8/28/19 |                         |

### 1. Purpose

This SOP outlines and defines the process by which student attendance is monitored, and how records of student attendance may be utilized.

### 2. Related Policy/Authority

This SOP references the policy on attendance, as stated in the BCOM Student Handbook.

(found at: [https://bcomnm.org/student-handbook\\_catalog/](https://bcomnm.org/student-handbook_catalog/)),

and as stated in BCOM policy

(found at: <https://bcomnm.org/policy-b3102/>).

### 3. Faculty/Staff Responsibilities

Responsibility for the mechanism of recording, storing, and archiving student attendance records will rest with:

The Department of Information Services, for attendance data from lecture hall card readers;

The Course Director, or other responsible faculty, and the Office of Pre-Clinical Education, for attendance data from Year 1 & 2 small group and laboratory sessions;

The Office of Clinical Education, for attendance data from Year 3 & 4 clerkships.

### 4. Definitions/Abbreviations

**Excused absence** – the permission granted to a student to be absent from a required attendance event, such as a required laboratory session or exam. (See the Policy document and/or the Student Handbook document cited above).

### 5. Procedural Steps

The procedures for recording, storing and usage of student attendance data is outlined below:

- 1 Student Attendance – Policy
  - 1.1 Student attendance will be tracked and monitored according to the BCOM Attendance Policy found in the Student Handbook (Handbook, section 24), and in BCOM policy 3102, both cited above by the links.
- 2 Student Attendance – Collection of Data
  - 2.1 Attendance data at learning sessions in curricular Years 1 and 2 will be collected and stored using the following techniques:

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- 2.1.1 For large-group sessions held in the lecture halls, rooms 158 and 160, students will swipe their ID badges at one of the four card readers available on the front row of tables/desks in each room.
    - 2.1.1.1 Students are asked to swipe their ID badge at the beginning of every session, whether mandatory or optional.
      - 2.1.1.1.1 Identification of sessions as mandatory will occur through the official curriculum calendar and in the session listing of each course.
      - 2.1.1.2 The collected data will be managed by the Department of Information Services.
  - 2.1.2 For small-group sessions (labs, etc.) attendance will be managed by the Course Director, or other responsible faculty, as they deem appropriate.
    - 2.1.2.1 Attendance will be collected during every session.
    - 2.1.2.2 The collected data will be managed by the Course Director, or other responsible faculty.
  - 2.2 Attendance data at sessions in curricular Years 3 and 4 will be collected and stored using methods deemed appropriate by the Clerkship Director and Faculty of the clinical clerkships.
    - 2.2.1 Collected data will be provided to the Clerkship Director and Coordinators, and stored in a secured data folder.
    - 2.2.2 Generally, attendance will be recorded and/or tracked by Preceptors, through the notation of absences in the Preceptor Evaluation of Student performance.
  - 2.3 The collected data will be stored in a secured data folder.
- 3 Student Attendance – Storage of Data
- 3.1 Collected attendance data will be stored in secure files (either digital files or file cabinets).
    - 3.1.1 For students in Years 1 & 2:
      - 3.1.1.1 The attendance data from the lecture hall card readers is managed by the Department of Information Services.
      - 3.1.1.2 The attendance data from small group sessions, such as laboratories, is compiled by the Course Director, or other responsible faculty, and submitted for secure storage to the Office of Academic Affairs.
      - 3.1.1.3 Records of excused absences will be managed as described in the Procedure on Excused Absences.
    - 3.1.2 For students in Years 3 & 4.
      - 3.1.2.1 The data storage will be managed by the Clerkship Director & Coordinators.
        - 3.1.2.1.1 Absence reports are collected from preceptors as part of the evaluation process.
        - 3.1.2.2 Records of excused absences will be managed as described in the Procedure on Excused Absences.
  - 3.2 Records will be held securely, and available to the following individuals:
    - 3.2.1 For attendance records of students in Years 1 & 2:
      - 3.2.1.1 Chair of the Student Performance Committee.
      - 3.2.1.2 Assistant Dean of Pre-Clerkship Curriculum

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- 3.2.1.3 Assistant Dean of Student Assessment
- 3.2.1.4 Associate Dean of Pre-Clinical Education
- 3.2.1.5 Dean/CAO of the College of Osteopathic Medicine
- 3.2.2 For attendance records of students in Years 3 & 4:
  - 3.2.2.1 Clerkship Coordinators
  - 3.2.2.2 Chair of the Student Performance Committee.
  - 3.2.2.3 Associate Dean of Clinical Education
  - 3.2.2.4 Assistant Dean of Student Assessment
  - 3.2.2.5 Dean/CAO of the College of Osteopathic Medicine
- 4 Student Attendance – Use of Data
  - 4.1 Attendance data for students in Years 1 & 2
    - 4.1.1 Attendance data, in and of itself, will not be used punitively. However the data may be used to inform and guide decisions in the context of reviewing a student’s entire academic record.
  - 4.2 Attendance data for students in Years 3 & 4
    - 4.2.1 Policy limits the number of absences from any 4 week clerkship block to a maximum of four (4) days, thus any level of absence above that number will result in failure of the clerkship.

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

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(found at: [https://bcomnm.org/student-handbook\\_catalog/](https://bcomnm.org/student-handbook_catalog/)),

and as stated in BCOM policy

(found at: <https://bcomnm.org/policy-b3102/> ).

### **7. Maintenance**

This policy will be reviewed as necessary, with a review occurring at no more than three (3) year since the most recent review.

### **8. Signature**

|   |         |
|---|---------|
| Signatures on File                      | 8/28/19 |
| Robert Ketchum, PhD and Adela Lente, MD | Date    |

### **9. Distribution List**

Internal/External

### **10. Revision History**

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| Revision Date | Subsection # | Summary of Changes  | New/Cancellation/Replacement Procedure? (if applicable) | Approval Date |
|---------------|--------------|---|---|---------------|
| 7/23/19       | [e.g., 3.1]  | Update to change from Academic Affairs to Pre-Clinical Education; |   | 7/23/19       |
|               |              |   |   |               |