BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

Student Attendance and Attendance Records	**SOP #: AA.006.02**
Effective Date:	10/2/2018
Last Revision/Review	6/5/2023

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://burrell.edu/student-handbook-catalog/),
and as stated in BCOM policy
(found at: https://burrell.edu/policy-b9110/).

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:

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 data collected 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 The collected data will be provided to the Clerkship Director and Coordinators and stored in a secure data folder.

2.2.2 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 for 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 for 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 Office of Curriculum Effectiveness and Evaluation

3.2.1.3 Office of Pre-Clinical Education
3.2.1.4 Office of Academic Affairs
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 Office of Clinical Education
3.2.2.4 Office of Curriculum Effectiveness and Evaluation
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 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://burrell.edu /student-handbook-catalog/),
and as stated in BCOM policy
(found at: https://burrell.edu/policy-b9110/).

7. Maintenance

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

8. Signature

Approved by	6/5/2023
Department Head of Preclinical Education	Date

9. Distribution List

Internal/External

10. Revision History

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
6/5/23	All	Updated for clarity		6/20/2023