Operational Guidelines for the Tracking of Attendance

The following are the guidelines to be followed pursuant to the Attendance/Absence Policy – Clinical Encounters and Small Group for any session where attendance is being tracked. Those sessions include, but are not limited to, pre-clinical small groups, Doctoring small group and plenary sessions, ICM, Ultrasound and Introduction to Health Systems Sciences,

1. Students are required to check-in to small group sessions by scanning the posted QR code unique to that group. Upon scanning the code, the check-in will be successfully recorded in CampusGroups.

2. If students know they will not be able to attend a clinical encounter and/or a small group session due to illness, family emergencies, or other important matters, they must notify Anna Delaney, COO. In addition, for Doctoring, ICM, Ultrasound, and Introduction to Health Systems Sciences sessions, students should follow up with the small group instructor and course director to alert them of their absence and receive any required make-up assignment.

3. An attendance report will be pulled from CampusGroups the day of the session and the COO (or designee) will follow up via email with all students who did not check in and did not provide prior notice of their absence. The absences reported through this follow up process will be judged as excused or unexcused depending on the reason for the absence.

4. Three instances of “forgetting to scan the QR code” will result in an unexcused absence being recorded for the third session.

5. If there is a discrepancy in the report, meaning the CampusGroups report does not have a check-in recorded for a student and student believes the report to be incorrect, it is the student’s responsibility to provide confirmation of their attendance by providing one of the following:
   a. The confirmation email or text that is auto-generated by CampusGroups upon successful check-in
   b. A screen grab of the student’s Notifications list reflecting the check-in from the CampusGroups app
   c. A screen grab of the student’s Event History reflecting the check-in from the CampusGroups website

Failure to provide confirmation of successful check-in by one of these options will result in an unexcused absence being recorded for that session. A student may accrue only two unexcused absences per semester.

Related policies: Attendance/Absence Policy – Clinical Encounters and Small Group