

## The University of Oklahoma College of Pharmacy Guidelines for Student Attendance at Professional Meetings

### Purpose:

The University of Oklahoma College of Pharmacy supports and encourages student participation in pharmacy professional activities. The purpose of these guidelines is to provide a mechanism for proper identification, approval, and reimbursement of students requesting attendance at regional or national professional meetings and the orderly management of any missed academic responsibilities. **Further, it is the intent of this policy that students approved to attend professional meetings not be subject to grade penalties for any course activities missed.**

### Guidelines:

1. Faculty advisors for student organizations are responsible for e-mailing a list of members requesting approval for attendance at a regional or national professional meeting to Jessica Anthony ([jessica-anthony@ouhsc.edu](mailto:jessica-anthony@ouhsc.edu)) in the Office of Pharmacy Student Affairs **no later than four weeks** prior to the meeting. **Faculty advisors should also provide the meeting agenda and specific dates that students will be actively involved in the professional meeting including travel dates**, as well as the amount, if any, the *organization* (not the college) will be reimbursing students. **Failure to meet the 4 week deadline could jeopardize funding and/or approval of excused absences.**
  - a. Residency Showcases-There may be occasions where a local or national organization may offer a residency showcase that students interested in a residency may want to attend even if they are not a member of the sponsoring organization. On these occasions where no faculty advisor is available, the list will be compiled by Darla Puckett ([darla-puckett@ouhsc.edu](mailto:darla-puckett@ouhsc.edu)) in Pharmacy Student Affairs to determine eligibility for excused absences and or reimbursement from PSC.
  - b. Meetings which are not affiliated with a registered student organization – There may be occasions when a student wishes to attend a local or national organization meeting in which there is no student chapter in the College. On these occasions where no faculty advisor is available to facilitate the request for travel, the list will be compiled by Darla Puckett ([darla-puckett@ouhsc.edu](mailto:darla-puckett@ouhsc.edu)) in Pharmacy Student Affairs to determine eligibility for excused absences and or reimbursement from PSC.
2. Each student must be in good academic standing, **not subject to any behavioral sanctions**, and have a grade of  $\geq 70\%$  in each course during the semester of the planned meeting to receive permission to attend. Academic standing and current performances in professional coursework will be verified by the Office of Pharmacy Student Affairs at the time of receipt of the list from the faculty advisor. Students seeking college funds for travel must still go through the approval process even if the meeting is not held during normal school hours. **Meetings not held during normal school hours do not require an excused absence, but the requirement for good academic and behavioral standing must still be verified for reimbursement purposes.**
3. In the case of limited funds to support travel and meeting attendance, faculty advisors should give priority to students giving presentations or holding an office in the student organization that will meet at the professional meeting. Students not in good academic standing, **subject to a behavioral sanction**, or with a cumulative grade of  $< 70\%$  in any current course are not eligible to receive funding from the college for attendance at a meeting.
4. The Office of Pharmacy Student Affairs will provide course coordinators a list of students who have been approved to attend professional meetings in advance of the professional meeting. **Course coordinators should contact Student Affairs when a student has  $< 70\%$  in the course after having earlier been approved for attendance at a professional meeting. Student Affairs will notify the organizational advisor and the student of this unexpected situation and work with the course coordinator and organizational advisor to mediate an equitable solution when travel plans have already been made. Appeals regarding approval to travel should be made to the academic dean.**

5. Course coordinators, in consultation with course faculty, will determine how missed assignments or exams will be managed. **Course coordinators must provide written notification of these decisions to involved students at the earliest possible date. Students are encouraged to contact faculty members to clarify expectations for missed assignments when faculty have not notified them within one week of departure to the meeting.** Approved attendance at a regional or national professional meeting shall constitute an excused absence from the class and should be managed as such according to course guidelines. **Students should not be subject to a grade penalty because of approved attendance at a professional meeting. Establishing a single session at the end of a professional course for all students to make up missed assignments and examinations is one suggestion for course management that may offer efficiencies for course coordinators and support personnel.**
6. If the college is providing funds, requests for travel funding must be processed by the Office of Pharmacy Student Affairs. After completion of travel, students will present Kerri Jackson (Tulsa) or Glenda Jenkins (OKC) with proof of meeting registration and the Student Travel Reimbursement form found on the PSC D2L website within five working days of the conclusion of the meeting. No other documentation is required. Students will be reimbursed from PSC funds per PSC guidelines. PSC will only reimburse for regional or national meetings. Students should make copies and maintain until a check is received.
7. **P4 students**, in addition to making a travel request to the faculty advisor of the Registered Student Organization by the stated deadline, must also make a request in writing to Dr. Dennis at least **8 weeks prior to the assigned rotation month in which the travel will take place (e.g. for a meeting in December, send an e-mail by October 1)**. The request to Dr. Dennis must precede any contact with the primary preceptor of record for the assigned rotation.