

## **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 identification and reimbursement of students attending regional or national professional meetings and the management of any missed academic responsibilities. Further, it is the intent of this policy that students who 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 who will be attending a regional or national professional meeting to course coordinators and Glenda Jenkins (glenda-jenkins@ouhsc.edu) in the Office of Pharmacy Student Affairs no later than four weeks prior to the meeting. Faculty advisors should 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 *registered student organization* (RSO) will be reimbursing students. Failure to meet the 4 week deadline could jeopardize funding.
  - a. Residency Showcases and meetings not affiliated with an RSO: There may be occasions where a national organization may offer a residency showcase or meeting that students wish to attend although there is not an associated RSO. On these occasions the list will be compiled by Darla Puckett in Pharmacy Student Affairs and disseminated to course coordinators.
2. 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 RSO.
3. 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 has not notified them within one week of meeting departure. 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 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.
4. 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 Lisa Williams (Tulsa) or Glenda Jenkins (OKC) with proof of meeting registration and the Student Travel Reimbursement form located on the PSC D2L website within two weeks 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. **No funds will be available for any instate travel.** Students should make copies and maintain until a check is received.
5. P4 students, in addition to making a travel request to the faculty advisor of the RSO 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.
6. Students whose attendance is supported or partially supported by the national organization sponsoring the meeting will not be eligible for reimbursement.

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