## Professional Conference-related Absences

**ED.PE.proc.03**

<table>
<thead>
<tr>
<th><strong>Procedure:</strong></th>
<th>Professional Conference-Related Absences</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Effective:</strong></td>
<td>August 2022</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Reason for Procedure:</strong></th>
<th>To support student engagement in professional conferences while coordinating with class absences.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Applicable to:</strong></td>
<td>College of Pharmacy PharmD students</td>
</tr>
<tr>
<td><strong>Procedures:</strong></td>
<td>See below</td>
</tr>
<tr>
<td><strong>Forms/Instructions:</strong></td>
<td></td>
</tr>
</tbody>
</table>
  - Student Conference Attendance Form  
  - Make Up Work Policy: [U of M policy](#) |
| **Appendices:**           | None |
| **Related Policies or Procedures:** |  
  - Conference Funding Procedure |

**History:**
- Approval Date: November 14, 2022
- Submitted Date: September 2022
- Timeline for Updating: 3 year
- Date of future review: January 2026

**Procedure Owner:**
Associate Dean for Students, Laura Palombi, [lpalombi@d.umn.edu](mailto:lpalombi@d.umn.edu)

**Procedure Contact:**
Director of Student Services, Peter Haeg, [haegx002@umn.edu](mailto:haegx002@umn.edu)

---

### Reason for Procedure
PharmD students in the College of Pharmacy seek opportunities to engage in professional development in a manner consistent with the expectations of professional practice. Participation in professional conferences allows students the
opportunity to build skills, experiences, professional networks, and identify growth opportunities to enhance professional success. This procedure establishes a process to support student participation in professional conferences and coordinating the absence.

Course instructors are encouraged to refrain from scheduling required, synchronous course components during major pharmacy conferences (e.g. ASHP, ACCP) and other conferences known to engage large numbers of students in order to prevent conflicts from occurring. Course instructors are restricted from scheduling required exams or TBLs during APhA. Office of Professional Education (PED) staff will list these on a calendar in advance for faculty to preview.

Procedure

Conference-Related Absence Reporting Procedure

1. The college supports student participation in professional pharmacy-related conferences. The Professional Education Division excuses students from courses to attend pharmacy-related conferences, with absences not to exceed three days of required, synchronous course components per semester.

   a. Required, asynchronous course components should be completed as assigned (ex. quizzes or other assessments open for a window of time). Students may alternatively choose to use an excused absence day and reschedule these components if desired.

2. Students who require a conference-related absence that conflicts with exams or required, synchronous course components should submit the Student Conference Attendance Form at least 21 days in advance.

   a. The Office of Student Services will review absence requests, update absence spreadsheets and then notify all affected course instructors 21 days in advance of the conference date.
   b. Individual student attendees are responsible for ensuring make-up work is arranged with course instructors in a timely manner. To facilitate scheduling and reduce workload, course instructors shall:
i. Determine the make-up work requirements (consistent with U of M policy), identify scheduling options, and notify students in a group communication.

ii. Contact Class Representatives to help faculty identify appropriate make-up sessions.

If any student requests an absence after the 21-day window, they are responsible for arranging make-up work directly with course instructors on an individual basis. Course instructors are not required to excuse absences for students who miss this deadline.

For students on Experiential Education Rotations (IPPE or APPE)
Time-off related to experiential education/rotations has its own governing policy that can be found in the Experiential Education Manual located on the CORE ELMS homepage. Any questions should be directed to the Office of Experiential Education at copexped@umn.edu.

Forms/Instructions:
- Student Conference Attendance Form
- Make Up Work Policy: U of M policy

Additional Contacts:

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Peter Haeg</td>
<td><a href="mailto:haegx002@umn.edu">haegx002@umn.edu</a></td>
</tr>
<tr>
<td>Jeannine Conway</td>
<td><a href="mailto:pluha003@umn.edu">pluha003@umn.edu</a></td>
</tr>
</tbody>
</table>

Definitions:
- None

Responsibilities:
- None
Frequently Asked Questions:

- None

Related Information:

- None

Appendices:

- None

History:
Drafted: September 2022
Effective: November 2022
Amended: NA