

Process for Students to Request an Excused Absence from Class When Traveling to a Professional Meeting or Event

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The UMKC School of Pharmacy follows the university attendance policy when defining an excused absence: <https://catalog.umkc.edu/undergraduate-academic-regulations-information/attendance-policy/>. Course coordinators are authorized to approve an excused absence from their course. Students Traveling to a professional meeting or event can request an excused absence under the following circumstances:

- Serving as a delegate at a professional meeting on behalf of a UMKC SOP student organization (e.g., Rho Chi House of Delegates, APhA-ASP House of Delegates)
- Membership on a committee for a national or state-wide pharmacy, scientific or health care organization and the student has responsibilities to the committee at the meeting
- Presenting a poster or making a platform presentation
- Participating in an approved national or regional student competition (e.g., Clinical Skills, Clarion, Compounding, Business Plan, Patient Counseling)
- Receipt of a scholarship at the School of Pharmacy Achievers of Excellence event (allowing for reasonable travel time the day of the event)
- Completing a co-curriculum requirement as part of a national/regional professional meeting
 - Students planning to earn co-curricular credit for attendance at a professional meeting (e.g., ACCP, NCPA Annual, APhA MRM/Annual) **must** include a copy of the email from the Director of Co-Curriculum showing the activity was approved for co-curricular credit.

NOTE: Students will not be granted an excused absence if any of the following conditions are present:

- **Event/presentation occurs during final's week due to the complexities of missing a final and the quick turn-around for submission of final grades.**
- **Other programmatic activities where the logistics surrounding a make-up experience are unreasonable (e.g., IPE event, OSCE, Labs)**
- **Appearing at a meeting on behalf of a non-university entity**

If the student does not meet one of these criteria, the absence is NOT excused and they cannot make up any missed work. In these circumstances:

- Students can choose to attend the meeting with an unexcused absence and receive zero for missed assessments. The student should only do so after assessing their status in the class and any risk for receiving a failing grade if they miss this class time.
- Student should consult with their advisor or mentor to identify an alternate meeting to present their research or make a platform presentation that aligns with policy and allows the student the experience of a live presentation.

How to Request an Excused Absence Traveling to a Professional Meeting or Event

Students must complete the attached form and send it to the course coordinator by email no less **than four weeks** from the date of the absence. The student is not considered excused until they have an email approval from the course coordinator. The student should keep a copy of this approval in their records until the class is complete at the end of the semester.

Form to Request an Excused Absence When Traveling to a Professional Meeting or Event

In order to receive an excused absence," the following steps MUST be followed:

- Student completes and signs the form and Acknowledgement Statement below and emails it to the Course Coordinator no less than four weeks from the requested date of the absence.
- The Course Coordinator indicates Approved or Denied and forwards the form to the Associate Dean for Student Affairs

Student name: _____

Student email: _____

Name of the meeting/event: _____

Location of the meeting/event: _____

Dates of the meeting/event: _____

Dates of absence: _____

Name of the organization's faculty advisor (if applicable): _____

Please check which "excused absence" criteria applies to request:

- Serving as a delegate at a professional meeting on behalf of a UMKC SOP student organization (e.g., Rho Chi House of Delegates, APhA-ASP House of Delegates)
- Membership on a committee for a national or state-wide pharmacy, scientific, or health care organization and the student has responsibilities to the committee at the organization's meeting
- Presenting a poster or making a platform presentation at the meeting
- Participating in an approved national or regional student competition (e.g., Clinical Skills, Clarion, Compounding, Business Plan, Patient Counseling)
- Receiving a scholarship at the School of Pharmacy Achievers of Excellence event
- Completing a co-curriculum requirement as part of a national/regional professional meeting (attach approval email from the Director of Co-Curriculum).

I acknowledge:

- I am eighteen (18) years of age or older and I understand the terms and conditions set forth herein.
- I acknowledge that I am not required to participate in this event by the UMKC School of Pharmacy, and that my participation in this event is of my own free will and choice.
- I understand that this is not a University sponsored event, and that the University has no responsibility for any personal injury or property damage that may occur to or be caused by me during this event.
- I understand that the University does not provide any accident, liability or medical insurance covering me for this event.
- In exchange for being allowed to miss class to participate in this event, I hereby release and agree to indemnify The Curators of the University of Missouri, and its employees, officers and agents, including the UMKC School of Pharmacy, from any and all liability, claims, causes of action, damages, costs or expenses of any nature whatsoever incurred or made by me or on my behalf, or by a third-party, arising out of or resulting from my participation in this event.

Participant _____ **Date** _____
Signature/Printed Name

Course Coordinator Decision: Approved Denied

Coordinator _____ **Date** _____
Signature/Printed Name

NOTE: Course Coordinator, please email completed form to Dr. Steve Stoner stoners@umkc.edu and inform student of your final decision.

Appendix A - Additional Considerations

Considerations for Course Coordinator:

- The university absence policy is the basis for determining whether a student is excused from class to attend professional meetings or events, therefore allowing missed assessments to be made up.
- Course coordinators should use the meetings and events lists that are maintained on the Pharmacy Student Council Canvas site as they plan tests and assessments. The Office of Student Affairs can also provide these to you if you cannot access the Pharmacy Student Council Canvas site.
- Remind students to reserve their “drops,” if allowed in your course, for any unexcused absences when attending professional meetings or events.

Considerations for Students:

- In order to assist with planning coursework and for communication with all stakeholders, students planning to attend a professional meeting and meet the criteria for an excused absence will need to have signed up with the sponsoring organization or received approval from the director no later than **4 weeks** prior to the professional meeting.
- How well are you doing in the class - how will missing the live version of the class impact your learning? What is your plan to catch up even if there are no assessments when you miss class?
- How will missing class and the associated work affect your learning and overall grade?
- Can you go to the meeting for a shorter period of time and miss less class time? Is this the best meeting to present at or do other presentation opportunities exist?
- Talk with your faculty advisor as you make decisions about whether missing class time can be managed relative to your overall performance and responsibilities.
 - How do you meet the definition of “excused absence?”

Considerations for the Organization Faculty Advisor:

- Talk with the membership very early in the meeting/event planning process and identify which parts of the meeting are essential for students to attend and which may be less critical for their development. Have an open dialog about how a student can decide whether they should attend or not.
- When selections/recommendations are being made for a student to serve in an “excused absence”, remind students they want to reflect whether their academic standing is strong enough to support missing class if they are selected.
- If you want the event/meeting to become a co-curricular activity, work with the Director of Co-Curriculum to receive the approval.
 - Students wishing to attend a professional meeting and earn co-curricular credit will need to work with the sponsoring organization that has received approval by the director of co-curriculum or work with the director on a one-on-one basis for those professional meetings not sponsored by a group.
 - Student organizations who wish to provide co-curricular credit for its attendees will need to work with the Director of Co-Curriculum **4 weeks** in advance to align learning outcomes and attendance requirements based on the meeting’s programming to ensure a meaningful experience.