

Attendance to Professional Conferences and Meetings
Protocol and Guidance Proposal
USC School of Pharmacy
August 10, 2021

Disclaimer

The faculty course coordinator makes the final decision of whether or not the student is allowed to miss class or coursework for the requested professional national or regional conference or meeting, including all Proposed Approved Professional Conferences/Meetings. No appeals are permissible.

Purpose

To provide guidance to the faculty and student if permission is granted to attend a professional conference or meeting that occurs during the time of a case conference or a period of mandatory class attendance days.

To define how attendance at these conferences can be achieved without compromising course work and class activities.

General Policy

Check the course syllabus for quizzes, midterms and final examination dates. These will not be excused, and accommodations will not be made for them if missed due to conference/meeting attendance.

Background

PharmD candidates of the University of Southern California (USC) School of Pharmacy are encouraged to attend professional conferences throughout the academia year. Faculty are encouraged to support student attendance to professional conferences to facilitate leadership, professional development, and representation of the USC School of Pharmacy. This policy represents the minimum standard that courses can honor. Faculty may find additional ways to accommodate the student and outline such requirements in the course syllabus.

Policy

1. The USC School of Pharmacy shall maintain a defined list of activities and events that are characterized as *Approved Professional Conferences/Meetings* (Table 1). The exact dates of these activities and events will be established by the Office of Academic and Student Affairs no later than July 1st preceding each academic year and will be communicated to course coordinators. The Student Body Faculty Advisor and Director of Student Professional Meetings & Conferences are responsible for obtaining the conference meetings dates as soon as they are made available by the national and regional Professional Organizations in case some dates are not publicly posted until a later date.

2. Only students in good academic standing may officially represent the University at Approved Professional Conferences/Meetings. Good academic standing will be defined as a current **GPA of 2.7 or higher**.

Note to the student: if the student intends to participate in a group or team competition but is not in good academic standing, the student may not attend the conference despite membership representation on a

team. The student must consider the academic standing *prior* to participating in the local competition prior to the activity. There are no exceptions to this contingency. The team will either have to forfeit its competition status, or another student may replace the student who is not in good academic standing. No appeals are permissible.

3. Students should submit a complete request to attend a conference (using the form below, entitled, “Request from Student to Attend Professional Conference/Meetings”) to the coordinator of an affected course via e-mail no later than **2 months prior to the event**. The coordinator should respond to this request with a decision within two weeks. If multiple courses are affected, requests should be sent simultaneously to all course coordinators.

4. Prior to permission for attendance being granted, the course coordinator and student must agree to a specific mechanism for the student to cover missed class content and assignments.

5. Permission for attendance at any events other than Approved Professional Conferences/Meetings is subject to the discretion of the course coordinator and includes meeting the criteria in 2 to 4 above.

6. If one conference/meeting is attended by more than 6 students per course, a student body officer representative attending the meeting shall compile a list of these students and submit the list with the “Request from Student to Attend Professional Conference/Meetings” forms for each student. The course coordinator will choose to communicate with the student officer or each individual student.

7. This policy excludes absence from IPPE or APPE rotations. Excusal from rotations is subject to approval by the Office of Professional Experience Programs and the respective rotation preceptor.

8. If a student violates this attendance policy, faculty must report the absence to the Office of Academic and Student Affairs.

9. Faculty and students may submit written formal proposals to have events added to the Proposed Approved Professional Conferences/Meetings list. Proposals must be submitted by June 1st preceding the academic year in which the event will take place. Formal proposals must be submitted to the Office of Academic and Student Affairs. The Office of Academic and Student Affairs will review the proposal and inform the applicant of the decision within one month of receiving the proposal.

10. All students of the USC School of Pharmacy will receive a copy of this policy at the beginning of each academic year.

11. P1 students in the fall semester are not permitted to miss class time to attend a conference for any reason.

Qualifications for Approval of Classroom Absence

1. The event has been formally approved by the USC School of Pharmacy (Table 1).
2. Student is in good academic standing.
3. Student has submitted a formal written request for excusal to attend the Professional Conference by the appropriate deadline outlined by this policy.
4. A mechanism for covering missed class content and assignments has been agreed to by the course coordinator.
5. An excused absence has been granted by the case conference course coordinator (if a case conference session is to be missed)

Procedural Timeline

Action

1. Student will inform course coordinators, via e-mail, a request to attend specific professional conference/meeting
Note: if there are more than 6 students attending the same conference, a list of these students should be sent with each Request from Student Form by the student officer representative
2. Course coordinator should respond to student request, in writing, including e-mail
Note: students may require flight and hotel arrangements and early-bird registration deadlines

Minimum Deadline

- 8 weeks prior to event
- Within 2 weeks of the student request

Table 1: Proposed Approved Professional Conferences/Meetings [Academic Year 2021-2022]

Exact Date Period of Conference/Meeting	Location	Association/Meeting/Conference Name Website Link to Meeting
June 21-25, 2021	Little Rock, AR	NCPA Pharmacy Ownership and Leadership Academy https://pharmacy.uams.edu/current-students/student-activities/pharmacy-ownership-and-leadership-academy/
October 9-12, 2021	Charlotte Convention Center 501 S. College St Charlotte, NC	NCPA Annual Convention https://ncpa.org/annual-convention
October 16-19, 2021	Phoenix, AZ	2021 ACCP Annual Meeting https://member.accp.com/ACCPMember/Events/Event_Display.aspx?EventKey=AM20&ID=2119601
October 18-21, 2021	Gaylord Rockies, Denver, CO	AMCP Nexus 2021 https://2021.amcpnexus.org/?_ga=2.236085441.198303222.1628551580-1565078011.1624290118
November 2-6, 2021	Disneyland Hotel, CA	CSHP Seminar https://www.cshp.org/page/S21_Info
November 4-7, 2021	Town and Country San Diego 500 Hotel Cir N San Diego, CA	ASCP 2021 Annual Meeting & Exhibition https://annual.ascp.com/register/
December 5-9, 2021	Orange County Convention Center Orlando, FL	ASHP Midyear Meeting https://midyear.ashp.org/
March 16-19, 2022	TBD	ASCPT 2022 Annual Meeting https://www.ascpt.org/Meetings/Annual-Meeting
March 18-21, 2022	San Antonio, TX	APhA-ASP Annual Meeting and Exposition https://www.pharmacist.com/Conferences/Annual-Meeting
March 12, 2022	Virtual	Rho Chi Society National Meeting https://rhochi.org/event/rhochiannualmeeting2022/
March 18-21, 2022	San Antonio, TX	Rho Chi's 100th Anniversary Celebration *Held at APhA Annual Meeting in TX https://rhochi.org/event/centennial-celebration-march-2022/
TBD	Las Vegas, NV	CPhA WPE http://westernpharmacyexchange.com/
March 29-April 1, 2022	McCormick Place Convention Center, Chicago, IL	AMCP Managed Care & Specialty Annual Meeting https://www.amcp.org/calendar
April 24-27, 2022	San Antonio Marriott Rivercenter San Antonio, TX	CPNP Annual Meeting https://cpnp.org/ed/meeting/2022
June 11-15, 2022	Phoenix, AZ	ASHP Summer Meetings and Exhibition https://summer.ashp.org/
July 23-27, 2022	Grapevine, TX	AACP Annual Meeting https://www.aacp.org/event/2022-aacp-annual-meeting
July 29-August 1, 2022	Atlanta, Georgia	2022 NPhA/SNPhA Convention https://nationalpharmaceuticalassociation.org/FutureConventions

Table is an excerpt of the Conference Policy document that will sent in its completion to the students at the beginning of the academic year. Please stay posted for updated Table information.

Table updated on August 10, 2021_Karen Tseng, Vice President of Professional Conferences

Request from Student to Attend Professional Conference/Meeting

(Student, type in responses)

Student Name: _____
PharmD Candidacy Year: _____
Current Grade Level: _____
Current GPA (include confirmation from Academic Affairs Office): _____
Name of Conference: _____
Dates of Conference: _____
Absent Classroom Dates: _____
Type of Professional Event (select one): Competition/Poster Delegate Meeting General Conference Attendance
Purpose for Attendance/Additional Comments: _____
Student is missing a Therapeutics Case Conference ¹ (<i>circle one</i>): Yes No If yes, fill out the following information below: Date of Therapeutics Case Conference: _____ Time of Case Conference: _____ Resident Name: _____ <i>I have been granted an excused absence by the Case Conference Coordinator.</i> Student initials: _____
Student Agreement: <i>I understand that I will be responsible for making up missed class content and assignments during my absence as outlined in the course syllabus and agreement with the course coordinator.</i> Student Name: _____ Student e-mail address: _____ Student Signature: _____ Date: _____ Faculty Name: _____ Faculty e-mail address: _____ Faculty Signature: _____ Date: _____
If approval is granted, the student should send a confirmatory e-mail to all involved parties, as described above, two business days prior to the conference start date. This message will include the student's mobile telephone number. Failure to complete this step may lead to a failed grade on a missed assignment. Student initials: _____

Appendix

Case Conference 1-5

Attendance of all sessions of the Case Conference series is *required*. An absence during a Case Conference class session to attend a professional conference will result in “No Credit” for the entire course unless the student requests and is granted an excused absence by the case conference course coordinator.

Excused absences will be granted for poster or platform presentations at state or national meetings and required activities performed as part of a leadership role in a state or national organization. Other organizational activities resulting in absences will be evaluated on a case-by-case basis at the discretion of the case conference course coordinator.

If an approval is granted, the student must accept the grading procedures as described in the course syllabus:

- A. If the course coordinator excuses the student, the student will be docked points for participation and must make-up the case conference session during lunch on the Thursday of the week following the missed session. This make-up session will be the **ONLY** opportunity to make up the missed class time. Failure to attend this session will result in a “0” for the case conference session.
- B. Points for missing in-class quizzes cannot be regained.

Record of edits and public distribution dates:

Public distribution dates: May 27, 2016_September 6, 2016_September 29, 2016_October 4_10/10/16_August 10, 2017_October 6, 2017_August 9, 2018_September 4, 2018_September 24, 2018_June 07, 2019_August 10, 2021