**GUIDELINES FOR STUDENT ATTENDANCE AT CONFERENCES**

Attendance at meetings can be an enriching educational opportunity for medical students, particularly if the student has conducted research, had clinical experiences that relate to the conference topic(s), or the meeting further contributes to the student’s professional development. Attendance at conferences also offers the opportunity to meet others who work in the basic science and medical fields, and furthers the possibility of establishing collaborations.

A student who wishes to attend a conference that conflicts with course/clerkship activities will be expected to make-up all missed course/clerkship activities, when possible. Additionally, the student must satisfy the following conditions:

1. Be in good academic standing;

2. Present a paper or poster at the conference representing his/her own work. If a student is not presenting a paper or poster, the student must have a formal letter of recommendation from a faculty member detailing the educational benefit to the student;

3. Submit a formal request, at least 45 days in advance of the expected absence(s), to the Course or Clerkship Director, with a copy to the Associate Dean for Student Affairs. This request must include the student name, date of request, the student email address, the student’s phone number, the title of the course/clerkship the student is requesting an absence from, the conference name, the date(s) the student will be in attendance at the conference, the date(s) the student will be absent from the course/clerkship, and a proposed plan to make up the absence and activities missed from the course/clerkship, when possible.

Once received, the course/clerkship director and the Associate Dean for Student Affairs will review the request within ten (10) business days. The student will be consulted if more information is needed. In general, attendance at a conference will not be permitted if the student is in academic difficulty. Students should refrain from registering for the conference or making travel arrangements until the request has been approved. If attendance at a conference is permitted, the student is expected to remind the course/clerkship director of his/her planned absence three (3) days prior to the absence, and make up the missed activities as approved. Additionally, any costs associated with attendance at the conference are the responsibility of the student.

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