Procedure for OFF-CAMPUS STUDENT MEETING ATTENDANCE taken from the Student Manual

Preamble
The following procedure pertains to all student leave from classes/rotations to attend off-campus meetings. It recognizes that the medical student’s major responsibility should be to attend class, labs, and other designated activities in order to gain the mastery of skills and knowledge that is necessary to practice medicine. While attending national meetings can be instructive and add to a student’s overall knowledge base, students must first gain basic skills and information from the classroom. Thus, while it is recognized that students have discretion to attend certain classes, it is also recognized that it is a privilege, not a right, for a medical student to be allowed to attend national meetings. Therefore, students will be required to adhere to the following procedure whether or not they would be missing a required class or exam.

Definitions

1. “Instructor of Record” means the course director who is responsible for a particular course. For third and fourth year students this would be your Preceptor.

2. “Appropriate Associate Dean” means the Associate Dean for Preclinical Education for Year 1 and Year 2 students and the Associate Dean for Predoctoral Clinical Education for Year 3 and Year 4 students.

Criteria for Meeting Leave Approval

1. Student must meet the appropriate Class Eligibility Requirements noted below.
2. Student must be in good academic standing.
3. Students must have a cumulative overall grade point average of 80 or greater.
4. The meeting must have a student educational component. (e.g., there must be an educational program at the meeting specifically for students, such as the student programs at the AOA, AAO, ACOFP, or SOMA.) OR, the student must hold an office which must be represented at a board meeting, (e.g., representative to the SGA meeting.)
5. The meeting leave must first be approved by the student’s Regional Assistant Dean, if applicable, and the appropriate Associate Dean.
6. The meeting leave must also be approved by the Instructor of Record where appropriate. (See below.)
7. Depending on the nature of the meeting attended, the student may be required to provide an oral report on the meeting to an appropriate constituent group.

Process for Applying for Meeting Leave

1. Students should initiate the process by filling out the Off-Campus Meeting Attendance Request Form, which is available at the Statewide Campus offices or at the appropriate Associate Dean’s office. Approval must be obtained at least THREE WEEKS prior to the commencement of the trip. Forms must be filled out by each individual student. This form will only be given to students who are eligible to ask for meeting leave. Students MUST fill out this form whether they are missing any required course work or not. Failure to fill out this form will result in revoking permission to go to other meetings during student years and may result in other academic sanctions, including, for Year 1 and Year 2 students, the mention of this unprofessional behavior in the Medical Student Performance Evaluation. Students must also verify that their health insurance provides coverage in the State they wish to travel.

2. Year 3 and Year 4 students must next seek approval for the trip from the appropriate Regional Assistant and then from the Associate Dean for Predoctoral Clinical Education by obtaining his or her signature on the form.

April 24, 2018
3. Once the trip has been pre-approved by the appropriate Associate Dean, if the student is going to miss any mandatory activities (e.g., classes, exams, quizzes, labs, TBLs, presentation wrap-ups or other activities), he or she must also receive written approval from the involved Instructor(s) or Preceptor of Record. The Instructor(s) of Record or Preceptor will NOT sign off on any trip until the appropriate Associate Dean has signed the form. NOTE: Although the Associate Dean may approve student meeting leave, the Instructor(s) of Record or Preceptor may be aware of specific performance issues, or have other concerns which would preclude them from approving a student’s trip. That is why, under the circumstances above, both must sign off in order for the trip to be approved.

4. Written approval by the Instructor(s) of Record or Preceptor (per #3 above) must state how and when the required activities are going to be made up. (Instructors of Record have the right to specifically identify a non-negotiable time and date for all make-up exams as well as other work due). If more than one required class will be missed, students must have each Instructor of Record involved approve and sign off on the leave.

5. After receiving the appropriate signatures, Year 1 and Year 2 students must return the form to the Associate Dean for Pre-Clinical Education’s office for final approval. If the form is not returned at least TWO WEEKS prior to the commencement of the trip, permission to attend the meeting will be revoked. In the case of Year 3 and Year 4 students, the form must be returned to their Statewide Campus office at least three weeks prior to the commencement of the trip. The Associate Dean for Predoctoral Education will then determine if the student may take leave.

Class Eligibility Requirements

**Year 1 Students:**
No Year 1 student may be permitted to attend state and/or national meetings from August through December of the first year. Year 1 students will be allowed to attend one national meeting from January through May, provided they meet the criteria set forth above. All required academic activities missed must be made up. Arrangements for make-up must be made and approved in writing by the Instructor of Record a minimum of THREE WEEKS prior to attending the meeting. Instructors of Record have the right to specifically identify a non-negotiable time and date for all make-up work due. A first year student will not be allowed to miss exams to attend a meeting, unless their attendance is required by a national organization.

**Year 2 Students:**
Year 2 students may be allowed to attend one meeting per year providing they meet the criteria set forth above. All required activities missed must be made up. Arrangements for make-up must be made and approved in writing by the Instructor of Record a minimum of THREE WEEKS prior to attending the meeting. Instructors of Record have the right to specifically identify a non-negotiable time and date for all make-up exams as well as other work due.

**Year 3 and Year 4 Students:**
Year 3 students may be allowed to attend one meeting during their third year. However, students will not be able to attend meetings during core required rotations unless the attending preceptor is also attending the meeting. Students may not attend meetings during any two-week rotation.

Year 4 students may attend one meeting during their fourth year as long as it is not during a required rotation (unless the preceptor is also attending the meeting) or during a two-week rotation. Year 4 students may attend a second meeting, if there is a valid reason, with permission of the Associate Dean for Predoctoral Clinical Education and the preceptor.

All Year 3 and Year 4 required activities must be made up. Arrangements for make-up must be made and approved by the preceptor/Director of Medical Education and the appropriate Regional Assistant Dean at least THREE WEEKS prior to attending the meeting. Students must still meet the criteria listed in section III.
above. No student should buy a nonrefundable ticket or pay a nonrefundable conference fee before receiving final approval from the Associate Dean for Predoctoral Clinical Education.

Exceptions for Student Officers
Students, who hold an office in a school-supported club or organization and are required to attend national meetings because of this office, may be allowed to attend more than one meeting per year in order to fulfill this obligation. (e.g., students may still attend one meeting of their choice as well as the meetings they are required to attend by virtue of their office.) Student officers must still meet all of the criteria listed above. In addition, officers must document the necessity for their attendance.

Proxies attending required organization meetings will be allowed under unusual circumstances if permission is sought and obtained from the Assistant Dean of Student Affairs. The proxy must also meet all of the criteria listed above.

Other Exceptions

1. Certain designated meetings, (such as D.O. Day on the Hill in Washington), are exempt from meeting limitations listed in this policy. (For Year 3 and Year 4 students, this is subject to approval by the Regional Assistant Dean.)

2. On occasion, meetings will be held back-to-back in the same place (e.g., SOMA and AOA). When this occurs, students may petition to attend both or parts of both meetings where appropriate, but must show a valid purpose for their attendance.

3. The Vice President for Academic Affairs and Dean reserves the right to deny any student request for meeting leave, or grant other exceptions when appropriate.
WEST VIRGINIA SCHOOL OF OSTEOPATHIC MEDICINE

CONFERENCE/CONVENTION ABSENCE REQUEST

This form must be completed for all absences from clinical rotations due to attendance at a Conference/Convention. The student must obtain the SWC Regional Assistant Dean's approval for any absence requests. A SWC Regional Assistant Dean may choose to give an incomplete or failing grade for unexcused absences. Conference/Convention Absence Request must be submitted no later than 14-30 days in advance of the requested absence date. Be sure to check with the Policy for Off-Campus Student Meeting. Once approval is determined by SWC Regional Assistant Dean, the completed form is to be submitted to the Associate Dean for Pre-doctoral Clinical Education.

Conference/Convention Absence

Name: ___________________________ Class of: __________________
Phone: (_____) ______________________ Email: __________________

Rotation time is requested off from (i.e. IM, EM):
______________________________________________________________________________

Specific date(s) requested off (include half days):
______________________________________________________________________________

Makeup procedure date: __________________________________________________________
(date) (time)

Conference/Convention (name of organization): ______________________________

Medical Student: ___________________________ Date: ________________
                      (signature)

Instructor of Record (Preceptor): ___________________________ Date: ________________
                       (signature)

SWC Regional Assistant Dean: ___________________________ Date: ________________
                       (signature)

Associate Dean for Pre-doctoral Clinical Education:

______________________________ Date: ________________
                       (signature)

3rd Year Student Criteria Checklist to be approved for Conferences ONLY:

☐ Student must have a cumulative overall grade point average of 80 or greater
☐ The meeting must have a student educational component (See Student Manual)
☐ Student must be a presenter at a conference, student officer or attending Conference with a preceptor
☐ Conference cannot be scheduled during a Core Rotation and/or 2 week Rotation