

NEOMED ACADEMIC POLICY	Policy No: 3349-AC-418
ACADEMIC POLICY TITLE: College of Medicine Attendance at Instructional Sessions	EFFECTIVE DATE: 01/01/2019 REVISED: 6/27/2023
RESPONSIBLE DEPARTMENT: Medical Education, College of Medicine	Approval Authority: Dean, College of Medicine Responsible Office: Office of the Dean and Medical Education, College of Medicine

ATTACHMENT 1

Process for Professional Conferences

- (a) At least six (6) weeks in advance of the conference or professional obligation, the student must submit a request to be excused to attend a professional conference by completing the [University Student Absence](#) form with accompanying documentation to the Office of the Dean that will track the request and forward it to the Course Directors for consideration.
 - (i) The student must provide evidence of acceptance to present at the conference or of the professional obligation.
 - (ii) Absences due to travel to or presentation at an academic conference or to fulfill a professional obligation will count against the allotment of AEA (in applicable courses in M1/M2) for that semester.
- (b) Course Director permission to be excused is required.
 - (i) Course Directors may deny permission for justifiable reasons that can include, but are not limited to, the inability to offer a course activity or an examination at an alternate time, such as a laboratory examination, availability of a comparable/equivalent assessment, or student low performance in the class.
- (c) The student should expect to make up any missed mandatory sessions and missed assignments, at the discretion of the Course Director.