

## STUDENT TRAVEL GUIDELINES

### I. GUIDELINE STATEMENT

To ensure our pharmacy students maintain a strong academic focus, any student interested in attending a professional meeting or conference as a representative of California Northstate University College of Pharmacy (CNUCOP) must receive approval from the Office of Academic Affairs (OAA) and Student Affairs (OSAA) prior to registering for the conference and making any travel arrangements.

### II. PURPOSE

This guideline details the eligibility criteria that must be met by each student interested in attending a professional meeting or conference, as well as the procedures that must be followed to receive an excused absence and/or funding from the student organization and/or the OSAA.

### III. SCOPE/COVERAGE

The *Student Travel Guidelines* apply to all students at California Northstate University College of Pharmacy and will be effective upon approval.

### IV. PROCEDURES

Certain eligibility criteria must be met and specific steps must be taken to receive approval to attend a meeting or conference as a CNUCOP representative. Upon receiving approval from the Office of Academic Affairs (OAA), students serving in active roles, as presenters, delegates, or competitors at the conference can complete and submit the *Conference/Travel Funding Request Form* to the OSAA. Students interested in attending the meeting or conference but not serving in an active role must first apply for funding through their organization prior to requesting funding from the OSAA. If the organization is unable to provide funding or can only provide partial funding, or if the student is not a member of an organization, the student can complete the *Conference/Travel Funding Request Form* and submit it to the Office of Student Affairs. Those receiving approval for funding must complete and submit the *Conference/Travel Reimbursement Request Form*, along with original receipts, within two weeks of the event to receive reimbursement from the OSAA. The steps below describe the process the students must follow to request approval from the Office of Student Affairs and Academic Affairs, as well as funding for student travel. In the steps below, president refers to the president of the student organization, fraternity, or club.

#### **Students Affiliated with an Organization, Fraternity, or Club**

The following steps must be followed by students who would like to attend a meeting or conference and are a member or officer of an organization, club, or fraternity.

**STEP 1.** Students who are a member or officer of an organization, club, or fraternity and who are interested in attending a meeting or conference must meet the minimum eligibility requirements provided in Table 1.

**Table 1. MINIMUM ELIGIBILITY REQUIREMENTS FOR STUDENT TRAVEL**

1. The student must be in good academic standing during the current semester and have a minimum cumulative GPA of  $\geq 3.0$  for the previous semester.
2. The student must not be on academic probation.
3. The student must not have any conduct violations (e.g. honor code violations or professionalism issues) within the past 12 months.
4. The student must be in good financial standing with the College and University.
5. The student must have been granted an excused absence by the Office of Academic Affairs if one or more classes will be missed as a result of attending the conference or meeting.

**STEP 2.** Students who believe they meet the minimum eligibility requirements must inform the president of their organization, club, or fraternity of their intent to attend no later than three weeks before the early registration deadline.

**STEP 3.** The president of the organization, club, or fraternity then will compile a list of all students interested in attending the meeting or conference by using the *Student Travel Request Form*. The completed form is to be submitted to the Office of Student Affairs no later than one week before the early registration deadline.

**STEP 4.** The student must submit an *Excused Absence Request Form*, which entails receiving approval from the course coordinator to miss class, at the same time the president is notified of the student's intent to attend the meeting or conference, if attendance at the meeting or conference may result in one or more missed classes. The *Excused Absence Request Form* is available at: <http://pharmacy.cnsu.edu/shareddocs/AcademicAffairs/ExcusedAbsenceRequest.pdf>. Only those students who meet the minimum eligibility requirements will be granted an excused absence(s). Once the *Excused Absence Request Form* has been submitted, the Office of Academic Affairs will notify each student via email if the excused absence request has been approved or denied. The Office of Academic Affairs will then provide a list to the Office of Student Affairs that designates whether or not each student is eligible to attend the meeting or conference.

**STEP 5.** The Office of Student Affairs will provide the president with a list of all students eligible to attend the meeting or conference. The president will notify each student eligible to attend the meeting or conference. The Office of Student Affairs will individually notify each student that is *not* deemed eligible to attend the meeting or conference.

**STEP 6.** If the eligible student is presenting a poster or representing CNU as a competitor or a delegate of an organization, club, or fraternity, he or she is eligible to apply for funding for travel/hotel stay and/or the conference registration from the OSAA. The student should submit a *Conference/Travel Funding Request Form* to the OSAA.

For students who are interested in attending the meeting or conference but are not serving an active role, they may be eligible to receive funding from their organization. The student should complete the *Conference/Travel Funding Request Form* and submit it to the organization's treasurer. The organization is only permitted to provide funding to students who meet the minimum eligibility criteria. It is up to the discretion of the board members of the organization, club, or fraternity to determine if the student will receive funding for travel/hotel stay/registration if the student is not serving in an active role at the meeting. If the organization is unable to provide funding or can only provide partial funding, the student can complete the *Conference/Travel Funding Request Form* for the remaining balance and submit it to the OSAA.

**Students Not Affiliated with an Organization, Fraternity, or Club**

Students not affiliated with an organization, club, or fraternity who would like to attend a professional meeting or conference must meet the same minimum eligibility requirements described in the table above. Additionally, the same process must be followed with regards to missed class(es) to attend a meeting or conference.

**STEP 1.** The student must notify the OSAA of their intent to attend the meeting or conference no later than one week prior to the early bird registration deadline.

**STEP 2.** An *Excused Absence Request Form* must be completed and submitted to the OAA no later than one week prior to the early bird registration deadline, if attendance at the meeting or conference may result in one or more missed classes. The OAA will notify both the student and the OSAA if the excused absence has or has not been approved.

**STEP 3.** If an excused absence has been granted and the student meets the minimum eligibility criteria for conference or meeting attendance, the student can submit a *Conference/Travel Funding Request Form* to the OSAA. Those receiving approval for funding must complete and submit the *Conference/Travel Reimbursement Request Form*, along with original receipts, within two weeks of the event to receive reimbursement from the OSAA.

**Please note any student who chooses to attend the professional meeting or conference that did not receive prior approval from the Office of Academic Affairs and the Office of Student Affairs will not be eligible to receive funding from a student organization/club/fraternity or the Office of Student Affairs. The student will be solely responsible for providing his or her own funding for the conference or meeting.**

Excused Absence Request Form  
Conference/Travel Funding Request Form  
Conference/Travel Reimbursement Request Form  
Student Travel Request Form