

University of Prince Edward Island	Policy Number: 0011
Policy Title: Attendance at Conferences/Professional Activities	Pages: 2
Authority: Faculty of Nursing	Creation Date: May 2007
Reference: Cross-reference Clinical Attendance Policy 0014	Version Date: February 2025
	Review Date: February 2030

Purpose

- i. To ensure students are supported in pursuing professional activities while maintaining satisfactory academic and clinical performance.
- ii. To provide an equitable approach to all students wishing to participate in professional activities (e.g. approved nursing committees).

Scope

All students enrolled in the baccalaureate and graduate nursing programs.

Responsibility

Faculty of Nursing

Policy

1. In order to support students in participating in professional activities academic recognition and clinical equivalency must be considered.
2. To be eligible for adjustments for in-class assignments and credit for missed clinical time, students who wish to attend professional activities resulting in missed class/lab/clinical time must consistently meet the following criteria:
 - i. Satisfactory clinical attendance.
 - ii. Satisfactory clinical performance.
 - iii. Satisfactory classroom and lab attendance if applicable.
 - iv. Student must be in good academic standing.
 - v. In all courses, no more than **34** clinical hours have been missed.

3. The student must ensure the International and Clinical Placement Coordinator has received the following documents no later than **8** weeks prior to the scheduled activity:
 - i. Unofficial transcript as proof of good academic standing
 - ii. An email sent directly from the current Course Coordinator to the International Clinical Placement Coordinator indicating student performance in all items from (ii).

4. The co-chairs of the Clinical Placement Committee will review the submissions for the student application and determine if criteria have been met. The result of these deliberations will be shared with the student, Dean, Learning Resource Centre Coordinator, and the clinical Course Coordinator in which the activity is scheduled to occur.
 - i. In any given course, no more than **16** clinical hours may be replaced with professional activities. Any more than that will be counted as missed clinical time.
 - ii. Student must notify all relevant faculty of the classes, clinical, or Learning Resource Centre components missed by the start of the semester or as soon as the student receives confirmation from the International and Clinical Placement Coordinator. The student must ensure they make plans to access the information they miss during their absence.
 - iii. Any missed in class assignments, quizzes or tests may be adjusted in discussion with the course instructor.

Review

This policy will be reviewed in February 2030 and every five years thereafter or whenever deemed necessary.