**Application for** **Student Conference Attendance Request**

Active participation in professional student conferences is very important to advancing the nursing profession, strengthening collaboration and communication, and building leadership skills. Nursing students in any year of the BSN program should be encouraged and facilitated to attend local, provincial, and national student conferences, as well as other professional conferences, as appropriate and relevant to their academic and career development. Conference attendance should be prioritized with course and clinical workload expectations. **It is the student’s responsibility to ensure that they can continue to meet course and program objectives and requirements.**

* Students interested in attending conferences must have a cumulative weighted nursing average of 70% in the academic year and be in good academic standing currently (as per the [Professional Conference Attendance](https://nursing.usask.ca/policies/overview.php#Undergraduate) policy), prior to requesting approval for conference attendance.
* Students must submit this signed form to their academic advisor no later than **2 months** prior to the start date of the conference. **After advisor verification, the student must submit the form to their relevant course coordinator(s).**
* Students who attend a conference without submitting the form and notifying the instructor and/or academic advisor on time, will be considered absent from clinical/lab and this will count towards the 10% missed clinical time.
* **It is up to the course lead to determine if any conference hours can be used in lieu of clinical time. Questions to guide this decision:**
  + Is the conference relevant to clinical content and practice?
  + Is it likely the student can meet the course intents with reduced clinical hours?
* Students may only attend one conference in lieu of clinical time per academic year. Subsequent missed time due to conference attendance will be considered missed clinical time.
* Student are responsible for notifying all instructors of their planned absence.

**To be completed by the student**

Student name: NSID:

Campus location: Year in Program:

Name of Conference: Dates of Conference:

List of clinical/ classes and dates student will be absent:

I have notified all of the instructors affected by my absence? Yes No

**Please answer the following questions below:**

1. **What are your objectives in attending this conference?**
2. **It what ways can you disseminate the knowledge and experiences gained at the conference with your clinical/lab groups and/or peers?**

**By signing this form, the student acknowledges that he/she has read and understands the Professional Conference Attendance Policy. If a student misses more than 10% of clinical and/or lab experiences in any course, he/she may be unable to meet the course requirements, and thus may not receive credit for the course.**

Student signature: Date:

**To be completed by an academic advisor**

The student has a 70% cumulative weighted nursing average in the academic year and is in good academic standing currently (as per the [Professional Conference Attendance](https://nursing.usask.ca/policies/overview.php#Undergraduate) policy), prior to requesting approval for conference attendance.

Yes No

Academic Advisor’s name & signature: Date:

**Students must send the completed form to the relevant course coordinators/leads**