

Guidelines for Participation In and Leave for Scientific Meetings & Symposia

1. Students must be a first or presenting author of a scientific poster or oral presentation to qualify for department travel allowances and excused leave time.
2. A student's primary advisor may choose to pay for their student to attend a scientific meeting or symposium and pay for their travel from extra-mural funding.
3. Faculty will make reasonable accommodation for students who are traveling to a scientific meeting or symposium to present their research.
4. Leave time for attendance at a scientific meeting or symposium will not count toward a student's personal leave if the student is a first or presenting author of a poster or oral presentation. Leave time for students attending scientific meetings or symposia who are not a first or presenting author of a poster or oral presentation must have approval from their primary advisor and the leave will be charged to their personal leave balance.
5. Students are advised to minimize time away from critical classes.