Approval Checklist for Student Attendance at Professional Meetings and Events
OMS-I and OMS-II Students

Student Name: ___________________________________________ Banner ID: ______________

Event/ Dates: ____________________________________________________________________________

Purpose of attendance: (check one)
_____ to represent OSU-CHS as a student leader, officer, or liaison. Name of club/organization:
____________
_____ to present research findings
_____ for professional development

1. Office of Registrar:
   a. _____ This student is in good academic standing with at least a GPA of 2.5.
   b. Signature:_________________________________ Date: ____________________________________

2. Course Coordinator:
   a. _____ I APPROVE the student’s absence from:
      i. Course:__________________________________________________________________________
         ii. Make up work is:
             1. _____ Not required.
             2. _____ Required as follows:
                a. Make-up assignments:__________________________________________________________
                   __________________________________________________________
                   __________________________________________________________
                   __________________________________________________________
                   i. Date and time:______________________________________________________________
                b. Testing to be completed:________________________________________________________
                   __________________________________________________________
                   __________________________________________________________
                   i. Date and time:______________________________________________________________
   b. _____ I DISAPPROVE the student’s attendance:
      i. _____ Not in good academic standing in my course
      ii. _____ Other: _________________________________________________________________
   c. Signature:______________________________________ Date: ______________________________

3. Assistant Dean for Enrollment Management:
   a. _____ I APPROVE the student’s attendance.
   b. _____ I DISAPPROVE the student’s attendance.
      i. Explanatory Note:_______________________________________________________________
   c. Signature:________________________________________ Date: ____________________________

Cc: Angela Bacon, M.S., Interim Assistant Dean for Student Life.