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.