Approval Checklist for Student Attendance at Professional Meetings and Events

OMS-I and OMS-II Students

STUDENT: ____________________________________________ 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: Joseph R. Johnson, D.O., Interim Assistant Dean of Clinical Education
Robert Sammons, M.A., Director of Clinical Education
Angela Bacon, M.S., Director of Student Affairs