

<b>OFF-CAMPUS CONFERENCE APPROVAL</b>	<b>FORM</b>
<b>School of Leadership and Church Ministry</b>	

<b>STUDENT DATA</b>	<i>Please Complete In Full</i>
Student Name:	ID Number:
Are you currently enrolled in classes this term? <input type="radio"/> No <input type="radio"/> Yes	Campus Box:

<b>CONFERENCE DESCRIPTION</b>	<i>Must Be Completed In Full</i>
Title:	
Leader(s):	
Date(s):	Term: <input type="radio"/> OFA <input type="radio"/> OJA <input type="radio"/> OSP <input type="radio"/> OSU Year _____
Location:	
<p><i>For an off-campus conference to be approved:</i></p> <ul style="list-style-type: none"> <li>The conference must be at least 6 hours of instruction, not just 6 clock hours.</li> <li>You must attach to this form a flyer, registration form, itinerary, or schedule of the proposed conference.</li> <li>The conference must be approved prior to attending the conference.</li> <li>Only one off-campus conferences can be used to satisfy the workshop requirement of a degree program.</li> </ul> <p><i>For an off-campus conference to satisfy one of the workshop requirements you must:</i></p> <ul style="list-style-type: none"> <li>Attend at least 6 hours of instructional experiences (travel, meal times, and free time excluded).</li> <li>Complete the workshop evaluation form in full.</li> <li>Return the evaluation form to the Lead Office in the first seminary business day after the conference.</li> <li>Pay the \$10 administrative fee automatically charged to your 120 account.</li> </ul> <p><i>Please Note: Failure to satisfy any as these conditions will cause you to forfeit satisfaction of a workshop requirement though the off-campus conference experience!</i></p>	

I certify with my signature that I have read the above requirements and, if approved I will complete this off-campus conference and stipulated in order to satisfy a workshop requirement in my degree program. I also understand that if I fail to complete the requirements noted above, the conference will not be counted toward my degree completion.	
Signature:	Date:

<b>APPROVALS</b>	<i>For Office Use Only</i>
<input type="radio"/> Preapproved <input type="radio"/> Denied	Date:
<input type="radio"/> Completed	Date:

<b>OFFICE USE ONLY</b>	Excel: _____	Date: _____
On Campus 42751	Off Campus 42754	Cost: \$ _____
		TERM: _____