STUDENT ORGANIZATIONAL TRAVEL REQUEST FORM

This form is required to be completed by all students (except P4) planning to travel to a student organization event. Any student that is not in good academic standing will not receive approval for travel. If travel is not approved, you will not be eligible to receive an approved absence and will not receive reimbursement for travel expenses by the college or student organization.

Student name (Last, First): _______________________________________________________

Title of Conference, Convention or Activity: _______________________________________

_____________________________________________________________________________

Dates of Travel: From:_______ To:________ Location (City & State):_________________

Description of activity and reason for attendance to the event:_________________________

_____________________________________________________________________________

This student is in good academic standing and holds an overall course average grade of 70% or greater in the following courses: (Faculty/Course Coordinator: please initial and date on the appropriate lines if the student holds an overall average grade of 70% or greater. Department Chairs may initial and date if the Course Coordinator is unavailable.)

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<tr>
<th>Course</th>
<th>Coordinator</th>
<th>Initials</th>
<th>Date</th>
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<td>PHAR</td>
<td>Course Coordinator</td>
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All Course Coordinator initials must be dated no more than 21 days prior to the travel date. After all Course Coordinator initials are obtained, the Office of Academic Affairs will verify the student’s overall academic standing and approve the form.

Signature of Associate Dean for Academic Affairs __________________________ Date __________

After the Associate Dean signs the form, the student must submit the form to the Office of Student Affairs at least ten (10) days prior to the travel date in order to receive an excused absence for the travel dates requested.