UNIVERSITY SPONSORED ABSENCE

The activity or event must be approved at least two (2) weeks prior to the requested absence. This form must be completed by the University Official requesting the student's absence. Each student is required to present a copy of this form to each instructor at least one (1) class period prior to the absence. Every attempt is made to keep University sponsored absences to a minimum. Each student has been instructed that the requested absence does not excuse him or her from turning in assignments or making up work and tests that are missed.

Description of University sponsored activity / event: _____

_____

Department / College: _____

Dean / Administrator: _____

Contact Person: _____ Phone: (_____)_____

Date(s) for which the absence is requested: _____

Required Approval Signature(s):

_____ _____
Name Title

_____ _____
Signature Date

_____ _____
Name Title

_____ _____
Signature Date

Student Names:

Note: Original form should remain in the department and a copy sent to the appropriate Dean's Office.