**UNIVERSITY SPONSORED ABSENCE**

The activity or event must be approved at least two 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 this form to each instructor at least one 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/her from turning in assignments, or making up work and tests that are missed.

Name/ Description of University Sponsored Activity/ Event: Click here to enter text.

Click here to enter text.

Department/College: Click here to enter text. Dean/Administrator: Click here to enter text.

Contact Person: Click here to enter text. Phone: Click here to enter text.

Date(s) of the activity/event for which the absence is requested: Click here to enter text.

If you have any question or concerns, please let me know. Thank you for your cooperation.

Approval Signature(s):

Name:Click here to enter text. Title: Click here to enter text. Date Click here to enter text.

Name(s) of Students:

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