Absence Related to Individual Courses, Programs, or Organizations

Field trips, field research, service learning, conferences, performances, or other activities related to individual classes, programs, or organizations, are not considered institutional events, but may be integral components of the curriculum or important for student learning or professional growth. Faculty who sponsor outside activities may request that other faculty excuse students from their classes so they may attend the outside event. Faculty of the other courses are encouraged to support the requests when it is reasonable to do so; however, individual faculty of the other courses will determine whether to excuse the absence. In all cases, it is the student's responsibility to fill required coursework in a timely fashion. Should students be unable to attend the outside class event because of required attendance in other classes, they will not be penalized by the professor offering the outside activity.

Students must provide the request to instructors of their courses as soon as possible, ideally at least one week before the day of the absence(s).

Description/title of event: _____

Date(s) absence is requested: _____

Sponsor Contact Information: _____

Required Approval Signatures

Event Sponsor _____ _____
Printed name Signature/Date

Department Head _____ _____
Printed name Signature/Date

Dean _____ _____
Printed name Signature/Date

Student Names:

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

Revised: 9/13/22