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 _____

_____

Department/College _____ Dean/Administrator _____

Contact Person _____ Phone _____

Date(s) of the activity/event for which the absence is requested _____

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

Approval Signature(s): _____

Name: _____ Title _____ Date _____

Name(s) of Students