



The below student will be absent from classes to take part in the university-affiliated activity listed below. Any student who is required to participate in off-campus, university-sponsored activities such as field trips, musical performances, judging teams, intercollegiate athletic events, etc. should obtain an official Class Absence Request form from the faculty or staff member supervising the off-campus activity. The form must contain specific information concerning the activity and date, be signed by the supervising faculty or staff member, and be submitted by the student, **at least one week in advance**, to the individual instructors of the student's classes. It is requested that students not be penalized for absence from class provided a properly signed Class Absence Request form has been filed with the instructor prior to the absence. In all instances, it is the student's responsibility to make up all work missed. Problem cases should follow the Academic Complaint Procedures, Rule 104.

Name of Instructor:	Instructor Department/Program:
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Dear Colleague:

The following student will be absent from the listed course/prefix #/section to take part in the following university-sponsored activity on the dates shown:

Name of Student:	Course, Prefix #, Section:		
Activity:		Date(s):	
Sponsoring Organization's Name:			
Sponsoring Advisor's Name:		Sponsoring Advisor's Title:	
Sponsoring Advisor's Email:		Sponsoring Advisor's Phone:	
Sponsoring Advisor's Signature			Date:

This activity falls under the *Guidelines for Class Absences*, approved by the Faculty Senate on November 21, 1985. Please give this student, who remains responsible for all course requirements, an opportunity to make up all work missed. Please feel free to contact the sponsoring advisor if you have questions about the details or nature of the activity. Thank you!