

# EXCUSED ABSENCE REQUEST FORM

***This form must be presented to the VPAA for approval at least two (2) weeks before the activity/event.***

**Date of Request:** \_\_\_\_\_

**Faculty/Sponsor making request:** \_\_\_\_\_

**Description of Activity:** \_\_\_\_\_

**Date/s and time/s of Activity:** \_\_\_\_\_

**Students participating:**  
(Type list in space below)

\_\_\_\_\_  
Signature of Vice President for Academic Affairs

\_\_\_\_\_  
Date

**EACH STUDENT IS RESPONSIBLE TO PRESENT THIS FORM, AT LEAST ONE (1) WEEK BEFORE THE ACTIVITY/EVENT, TO EACH INSTRUCTOR WHOSE CLASS WILL BE MISSED.**

## **EXCUSED ABSENCE POLICY**

Students may be “excused” for absences if they are participating in a *university-approved activity*. Examples of university-approved activities might be promotional and recruitment oriented trips (e.g., choirs, drama presentations, trips to college fairs), athletic competitions, academically oriented trips (e.g., field trips to fulfill requirements for a class), etc.

The faculty member, sponsor, or director of the group must request approval from the Vice President for Academic Affairs, using the standardized form available in the Office of Academic Affairs.

It will then be the responsibility of the faculty member, sponsor, or director of the group to provide the students with the approved form. The students will then submit it to the respective faculty at least one (1) week *before the activity/event*.

It will also be the responsibility of the faculty member, sponsor, or director of the group to notify faculty if any student/s did not participate in the activity, and whose absences, therefore, should not be excused.

It will be the responsibility of the student to make up any assignments missed due to their participation in this activity.