

Request for Excused Absence for Participation in
Co-curricular, Extracurricular Activities and/or
Other University Activities

The director of an official extracurricular activity must request official approval from the Associate Provost for Planning and Administration for excused absences involving student participation in all university, extra-curricular and co-curricular activities. The request must be presented on this form at least five days in advance of the activity. The approved list will be returned to the activity director. The activity director will verify the students who participated and will give to each student a copy of the excuse to present to instructors of the classes missed, prior to the absence.

Name of Activity:

Date(s) and Time of Activity:

Location of Activity:

List of Students Involved (Attach additional sheet, if necessary).

Faculty/Department Chair or Designated Coordinator

Date

Associate Provost for Administration and Planning

Date