

## UNIVERSITY AUTHORIZATION FOR STUDENT CLASS ABSENCES

All students may participate in activities/events that are requirements for a class grade. For other activities/events, students may only represent the University if they meet the following criteria:

1. Student must be enrolled in the current semester;
2. Student must meet the requirements of the sponsoring organization/activity;
3. Student must not be on conduct probation.

This completed form is due in Student Affairs at least ten (10) days prior to the requested absence.

Name of Class/Student Organization: \_\_\_\_\_

Name of Instructor/Organization Sponsor: \_\_\_\_\_

Location of Activity/Event: \_\_\_\_\_

Date(s) of Absence: \_\_\_\_\_

Time(s) of Absence: \_\_\_\_\_

Description of Activity/Event: \_\_\_\_\_

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Is the Activity/Event a requirement for a class grade?    Yes \_\_\_\_\_                  No \_\_\_\_\_

**Approvals:**

Instructor/Sponsor: \_\_\_\_\_  
Signature    Date

Chairperson/Department Head: \_\_\_\_\_  
Signature    Date

Student Affairs Designee: \_\_\_\_\_  
Signature    Date

Academic Affairs Designee: \_\_\_\_\_  
Signature    Date

Office Use Only: Date Received in Student Affairs \_\_\_\_\_      Date Received in Academic Affairs \_\_\_\_\_

