

EXCUSED ABSENCE REQUEST

Faculty Sponsor _____ **Date Submitted** _____

Nature of Activity _____

Date(s) of Activity _____

(This document must be submitted to the VP/AD at least three weeks prior to the activity.)

Class Dates and/or Hours to be Excused _____

Justification for Request _____

Students Involved _____

(Use additional sheet if necessary)

APPROVED _____ DENIED _____ Division Chair or Sponsor _____

APPROVED _____ DENIED _____ Vice President/Academic Dean _____

Upon approval, the faculty sponsor should prepare a sufficient number of copies and distribute one to each student. The student, in turn, shall present the copy to his/her instructors at least one week prior to the activity for signature. The student is responsible for retaining a copy. "Any absence means that a learning situation has been missed. To a greater or lesser extent, that experience can never be made up. The lost learning experience may result in reduced performance on exams or in other testing situations. In choosing to participate in University activities, students should carefully consider the possible impact of the absence on their grades and their academic standing in the class. However, the University does not wish to prohibit student participation in approved activities. Therefore, instructors are required to excuse the physical absence if the student has notified the instructor and arranged for any compensating work prior to the absence." (Concord University Catalog - Class Attendance.)

Faculty Signatures _____
