

Request for Excused Absence for Participation in
Extracurricular Activities and/or
Other Related Academic Activities

The director of an official extracurricular activity must request official approval from the Assistant Provost for Planning and Administration for excused absences involving student participation in all extracurricular 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).

Director/Advisor/Faculty Signature Date

Assistant Provost for Administration and Planning Date