CLASS ABSENCE REQUEST

(Name of Instructor) _________________________________________________

(Department of Program) _________________________________________________

Dear Colleague:

(Name of Student) _________________________________________________ will be absent from

(Course, Prefix Number, Section) _________________________________________________

to take part in

(Activity) _________________________________________________ a university-sponsored activity, on (Date) ______________________.

This activity falls under the Guidelines for Class Absences, approved by the Faculty Senate on November 21, 1985.

Please give this student, who remains responsible for all course requirements, an opportunity to make up all work missed.

On behalf of _______________________________________, I thank you.

(Sponsor of Activity)

__________________________________
(Signature of faculty or staff member sponsoring the activity)

__________________________________
(Title)