

CLASS ABSENCE REQUEST

(Name of Instructor)

(Department of Program)

Dear Colleague:

_____ will be absent from
(Name of Student)

_____ to take part in
(Course, Prefix Number, Section)

(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)