

AUTHORIZED ACTIVITY FORM

Please list the activity that will require students to be absent from classes. The activity listed on this form will carry a university-excused absence pending approval by the appropriate academic Dean (for official class activity), Associate Vice President of Student Affairs (for non-academic activity) or Provost (for athletic absences). Students are responsible for notifying their faculty PRIOR to, and as far in advance as possible, of the absence to effectively plan for make up work in accordance with the instructors' expectations.

Name of Activity Date and Time of Departure and Return

Location of Activity

Description of Activity

Instructor or Advisor Name and Department Instructor or Advisor Signature

Instructor or Advisor Email Instructor or Advisor Phone Number

Course number requiring this event (if applicable) Course title (if applicable)

Academic Dean, Associate Vice President of Student Affairs or Provost Approval

Name Title

Signature Date

RETURN ORIGINAL APPROVED FORM TO THE OFFICE OF STUDENT AFFAIRS,
STUDENT CENTER ROOM 226A