

Excused Absence Form
for Activities Planned by or Associated with Academic Units

This form should be filled out, complete with Part A signatures, and sent to the head of the relevant academic unit at least 21 days prior to the beginning of the activity for which a faculty member requests an excused absence from classes for one or more students.

Originating academic unit (check one):

- CASE CNHS LIB (Digital Studies LIB 201/LIB 204) Honors College
 CBPS Other unit reporting to the Office of Academic Affairs

PART A (filled out by sponsor faculty member)

Activity: _____

Educational value of activity (include course prefix/number, if relevant): _____

Date(s) of activity: _____

* Unless otherwise noted, students are understood to miss all scheduled classes for the above date(s). Dates may include travel time but not practice or other preparation.

Sponsor faculty member: Print name _____

Signature _____

Department chair: Signature _____

To identify student(s) to be excused from classes for the above activity, attach list copied from Banner Web or write in information on other side of this form.

Name as listed in Banner

Student #

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

PART B (filled out by dean or provost)

Date received by dean/provost: _____

Dean's/provost's approval signature: _____

Date excused absence memo sent to sponsor faculty: _____