

ACADEMIC AFFAIRS POLICY LETTER

December 1, 2001

01:4
(revised November 2004)

EXCUSING STUDENTS FOR UNIVERSITY-SPONSORED FUNCTIONS

All University-sponsored functions that involve travel away from campus require that the instructor/advisor/coach, or a person approved by the faculty member's dean, be in attendance and responsible for individuals listed under "Students attending." Under no circumstances may unlisted individuals participate in the sponsored function. The students in attendance should be excused from classes, but are responsible for all work missed. Students must present a copy of the form to their instructors prior to leaving.

The attached form, Excusing Students for University-Sponsored Functions, should be used when making a request for excusing students participating in university-sponsored functions. **The form must be completed by the sponsoring faculty member and submitted to the faculty member's Dean's Office for approval two weeks prior to the travel so that students have adequate time to meet with their instructors.**

This form must be completed even if the student will not miss classes.

**FERRIS STATE UNIVERSITY
MEMORANDUM**

TO: All Faculty Concerned

FROM: Academic Affairs Office

SUBJECT: Excusing Students For School-Sponsored Function

DATE:

The following students will participate in a school-sponsored function. They should be excused from classes, but will be held responsible for all work missed. They must see their respective instructors prior to leaving.

Group:

Purpose:

Destination:

Date:
Date:

Departure time:
Return time:

Students will be accompanied by:

Students attending:

NOTE: This form must be processed two weeks prior to planned activity.

Department/Divisional Head

Dean, College of _____