
DIVISION OF
ACADEMIC AFFAIRS

To: All Concerned
From: Dr. Bobby Fleischman *Dr. Robert P. Fleischman*
Re: EXCUSING STUDENTS FOR SCHOOL-SPONSORED FUNCTION
Date:

This form, per the Academic Affairs Excusing Students for University-Sponsored Functions Policy, 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 class.

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:

Departure Date/Time:

Return Date/Time:

Students will be accompanied by:

Students attending:

Submitted By: _____

Supervisor Approval:

Department or Divisional Head/Date

Dean or Division Supervisor/Date