

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 "Student 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 class.

COVID-19 Protocols

- It is strongly recommended that all those attending the University-Sponsored function be fully vaccinated prior to departure. The vaccine is readily available to you at the Birkam Health Center. Call x2614, Option 2, to set up an appointment.
- Masks are required to be worn at all times while indoors, including while traveling in vehicles, regardless of vaccination status.
- All those traveling are required to complete the symptom checker daily and stay home if they are sick.

FERRIS STATE UNIVERSITY

OFFICE OF THE PROVOST AND VICE PRESIDENT OF ACADEMIC AFFAIRS

To: All Concerned
From: Dr. Bobby Fleischman *Dr. Robert P. Fleischman*
Re: 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:

Departure Date/time:

Return Date/time:

Students will be accompanied by:

Students attending:

Submitted By:

Supervisor Approval:

Department or Divisional Head

Dean or Division Supervisor