Sport Clubs Program

Club Name: _____

CLASS ABSENCE REQUEST

Date: _____

How it works:

- Meet with instructor/professor as early as possible and discuss your desire to attend the specific club event.
- Ask if there is any way to have your absence from class excused and if it is possible to make up any missed work.
- Work out logistics if any exceptions are made.
- **IF** instructor/professor requests proof of your involvement in the club and/or your participation in the upcoming event you may submit this Class Absence Request Form to a club officer who will submit it to the Sport Clubs Office.

In order to process the Class Absence Request Letters, all information must be *accurate* and *printed clearly*. If not, this form will be returned and will not be processed. When complete, a club officer may pick up letters in the Sport Clubs Office in your club mailbox.

- Letters prepared by the Sport Clubs Program staff are INFORMATIONAL only. **At no point will the Sport Clubs Program staff require that an instructor or professor excuse a club member from class or homework**
- Class Absence Requests MUST be submitted 3 weeks prior to the club's departure date. Exceptions will not be made.
- Club member must meet with instructor to request an excused absence. This form will only be submitted **AFTER** meeting with instructor if proof of club involvement is requested.

If prepared, the letter simply confirms your membership in your club and the event listed. According to University Senate Policy your instructor/professor is under no obligation to excuse you. Your instructor/professor will be asked to contact you regarding their decision. This decision is one of the instructor; if they say no, it is your responsibility to choose whether or not to miss class/homework.

Personal Information	
First Name	Last Name
Student ID# o Male o Female	Email Address

Travel Information (This information should be the same for all club members.)		
Specific Event Title	City	State
Travel Dates	Departure Time	Missed Class Days & Dates

Sport Clubs Program

Club Name: _____

CLASS ABSENCE REQUEST

Date: _____

Course Information (All information must be completed – please print legibly.)					
	Class 1	Class 2	Class 3	Class 4	Class 5
Instructor Title (Dr., TA, Prof.)					
Instructor First Name					
Instructor Last Name					
Course Title and # (Econ 1101)					
Section (02)					
Missed Class Day and Time					
Date club member met with Instructor to discuss upcoming trip					

I understand:

- That the letters the Sport Clubs Program staff will prepare are only informational
- That it is my responsibility to meet with the instructor of this class to request an excused absence and to request the opportunity to make up any missed work.
- That I can only submit this request after I have met with my instructor.
- That my request can be denied if I do not accurately complete this form and/or do not print clearly.
- That my request can be denied if I do not submit this request three weeks prior to the clubs departure.

Signature	Print Name	Date
Officer Signature	Print Name	Date