EXTRA-CURRICULAR INSTITUTIONAL EXCUSE FORM

The extra-curricular institutional excuse is for students participating in sanctioned and approved events of student organizations and non-NCAA athletic competitions.

This institutional excuse is for the students listed below to be absent from campus for the time period:  _____________   ________________  through  _____________________

____________________________________________________:

Name of Club or Student Organization

____________________________________________________:

Destination and Description of Event

________________________________________________________________________

The students affirm that they are in good academic standing.

This form must be presented to the faculty member at least 5 working days (or one class period if the class meets less frequently than every five days) prior to the anticipated absence. If presented in a timely manner, the faculty member must honor this excuse by permitting the student to complete in advance or to make-up after the absence academic assignments, quizzes and examinations missed during the time the student is not in attendance.

Duplication and distribution of this form is the responsibility of the person making the request. The advisor cannot substitute this form for his or her required Record of Absence.

________________________________   ____________________________________
Organization Advisor             Date             Assoc. Dean or Chair or Supervisor       Date

________________________________
Dean of Students                    Date

______________________________________________________________________

List students in alphabetical order (names must be typed)