

NORTHERN ARIZONA UNIVERSITY EXTRA-CURRICULAR INSTITUTIONAL EXCUSE FORM

The extra-curricular institutional excuse is for students participating in a scheduled and approved event of registered 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 _____
 hour month/day/year hour

_____ for the purpose of participating in the following activity that
 month/day/year

is sponsored by _____
 Name of Registered Student Organization

Destination and Description of Event:

The students affirm 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.

Faculty/Staff Advisor Date Supervisor, Chair, or Dean Date

Dean of Students Date

