



Request for Class Absence

- Registered Student Organization Other: _____
- Academic Department

Name of group:

Name of the Arkansas Tech University sponsored event:

Location of event:

Date & time of event, including travel:

As the advisor, I confirm the legitimacy of this event. Please contact me if there are any questions.

Advisor Name: _____

Advisor Signature: _____ Date: _____

Advisor Title: _____

Advisor Email: _____

Advisor Phone: _____

To the Instructor:

I respectfully request that I be allowed to make up the academic work that I will miss due to my participation in the officially sanctioned university activity listed above. I understand that I must coordinate with each of my instructors to make up any academic work missed due to my absence.

Student Name: _____

Student Signature: _____ Date _____

Class absence policy as outlined in the Student Handbook, Article V, Section B, Class Absences and the Faculty Handbook under Class Attendance:

Students will not be penalized by their instructors for class absences that result from participation in officially sanctioned University activities. It is the responsibility of the students to present to the instructors notice and verification of authorized participation in such activities. Individual instructors retain the authority to determine how students in their classes will avoid academic penalties for the resulting absences.