



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 registered student organization or 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** _____

Student Handbook, Article V, Section B, Class Absences; Per the Faculty Handbook under Class Attendance:

“Student 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.”