

**Arkansas Tech University
Office of Student Services**

Request to Make Up Academic Work
Class Absence Due to Participation in Sanctioned Student Organization, Team, or Activity

(Items A through G are completed by Sponsor/Advisor or Coach)

- A. _____
Name of TECH-Sponsored Organization, TEAM, or Activity
- B. A roster of the members of this organization, TEAM, or other approved activity is attached.
- C. This organization will be participating in the following events: _____

- D. The location of the event is: _____
- E. The scheduled date(s) of the event are: _____ through _____
- F. Please allow these students to make up academic work missed from (beginning date/time)
_____ through (ending date/time) _____. (These dates and times
may be different from the dates in Item E if travel is involved.)
- G. _____
Sponsor signature Date

The student must present this form and the organization membership roster to the instructor of each of his/her classes that will be missed and request to make up the academic work that will be missed. This should be done approximately 72 hours in advance of the absence(s).

TO: TECH Faculty:

I respectfully request that I be allowed to make up the academic work that I will miss due to my participation in the university sanctioned organization, TEAM, or activity listed above. I understand that I must coordinate with each of my instructors to make up the academic work I miss due to being away from class on this trip.

Student signature Date

NOTE: The TECH Student Handbook states concerning class absences "When participating in some TECH-related function requires missing class(es), courtesy would require the student's notifying his/her instructor(s) prior to the absence."

The TECH Faculty Handbook states "Students will not be penalized by their instructor for class absences that result from participation in officially sanctioned University activities. It is the responsibility of students to present to their 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."