

**Arkansas Tech University
OFFICE OF STUDENT SERVICES**

Request to Make Up Academic Work

Class Absence Due to Participation in a Registered Student Organization, Athletic Team, or University
Sanctioned Activity

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

- A. _____
Name of the Registered Student Organization, Athletic Team, or Sanctioned Activity
- B. A roster of the members of this organization, team, or sanctioned activity is attached
- C. The title of the event is: _____

- D. The location of the event is: _____
- E. The scheduled date of the event is: _____ 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 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 a week 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 registered student organization, athletic team, or sanctioned activity listed above. I understand that I must coordinate with each of my instructors to make up my academic work.

Student name (Printed)

Student Signature

Date

NOTE: The Tech Student Handbook states, "when participation 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."