Class Absence Authorization for Student Participation in a
University-Sponsored Activity

Date __________________________

______________________________
Participating Student’s Name

______________________________
Approved Sponsored Activity

______________________________
Date/s of Student Participation

Specifications/Special Comments (if any): ________________________________

______________________________

______________________________

______________________________

Sponsor’s Signature

Instructions:

1. Sponsor obtains class absence form from the Dean of Student Affairs Office
   before the scheduled activity.

2. Sponsor completes a form for each student and sends the forms to the
   appropriate professors.

Note: It is the responsibility of the sponsor of the activity and of the student involved to
ensure that this form reaches the professor from whose class the student will be absent in
advance of the absence.