

Missed Classes Because of University Sponsored Events

<i>This form should be completed as a collaboration between the student and the faculty member. When possible, students should speak to the faculty member in advance of missing class. The student will be prepared with appropriate documentation related to the absence and a full understanding of what course content/work will be missed according to the syllabus. The faculty will determine whether accommodations are appropriate, and when appropriate a timeline for completing missed work.</i>	
Complete a separate form for each class missed.	
Name of Student:	
Course Title:	
Course Number:	
Date of Absence:	
Reason for Absence (be specific):	
Event advisor or Coach Signature and Date:	
<i>As the advisor/mentor/coach/faculty member supporting this event, I affirm that the student will be involved in the activities specified on the date listed above.</i>	
Description of Class Work Missed:	
Faculty Response (select one of the options below)	
The date in question does not have an assignment due. The student is responsible for keeping up with the reading and gathering notes on our discussion from another student.	
I agree with the proposed schedule to complete the work.	
I do not accept make-up work as per my syllabus. I have informed the student of the potential impact on their overall course grade.	
Date work will be completed:	
Student Signature and date:	
Faculty Signature and date:	

Copy distribution: Event advisor/coach, faculty member, and student.