



10.1 Class Absence Request Form

To: [Name of Instructor]

Date: [Date of request]

Re: Class Absence Request

[Student Name] will be absent from [Course] to take part in [Course, Prefix Number, Section Number, Activity], a university-sponsored activity, on [Dates of Absence].

This activity falls under the Guidelines for Class Absences, approved by the Faculty Senate.¹ Please give this student, who remains responsible for all course requirements, an opportunity to make up all work missed.

Thank you in advance for your consideration.

Signature of faculty or staff member sponsoring the activity

Title

¹ Any student who is required to participate in off-campus, university-sponsored activities such as field trips, musical performances, judging teams, intercollegiate athletic events, etc. should obtain an official Class Absence Request Form from the faculty or staff member supervising the off-campus activity. The form must contain specific information concerning the activity and date, be signed by the supervising faculty or staff member, and be submitted by the student, at least one week in advance, to the individual instructors of the student's classes. It is requested that students not be penalized for absence from class provided a properly signed Class Absence Request Form has been filed with the instructor prior to the absence. In all instances, it is the students' responsibility to make up all work missed. Problem cases should follow the Academic Complaint Procedures, Rule 104. <http://registrar.wsu.edu/academic-regulations/>.