WHAT IS CONSIDERED AN “ACTIVITY’S EXCUSE?”

**ACTIVITY’S EXCUSES**
(formerly known as Dean’s Excuses)

Provide excused absences for university-sponsored events/activities for academic, non-academic, and recognized student organizations.

**NOT FOR PERSONAL ABSENCES**
Family emergencies, sickness, or any personal absence does not qualify as a activity’s excuse.

**ONLY FOR UA SPONSORED EVENTS**
The event must be sponsored by Arizona Athletics, ASUA, or a university organization. Excuses must be signed by the department head.

**MAKE SURE IT IS SIGNED BY THE DEPARTMENT HEAD**
The department head must sign off the activity’s excuse at the bottom of the first page. Without it, we are unable to process.

**MAKE SURE THE SLIPS ARE FILLED OUT**
Make sure you complete the slips with the student name, ID number, and dates they are going to be absent.

**PLEASE SEND THE FORMS IN TIME**
We have lots of activity’s excuses to process weekly! We recommend sending the excuses at least 10 days before the event day so we can deliver them on time.

*Activity Excuses sent the day of or after the event will not be processed.*

**WHERE SHOULD I EMAIL THE COMPLETED FORM?**
Completed forms should be emailed to DOS-Codes@email.arizona.edu. Please ensure the department head signs off the form and the slips are complete!

**QUESTIONS?**
Do not hesitate in reaching out to our department if you need clarification!

Scan the QR Code to learn more about who to contact for a personal absence.

deanofstudents.arizona.edu | 520-621-7057