University of Arizona
Official Activity
Excused Absence Request Form
(Please See Reverse for Policy and Guidelines)

- Ensure all required information is provided and obtain approval signatures. Incomplete forms and those missing required signatures will be denied. Recognized student clubs and organizations are required to have signatures from their advisor and ASUA who will sign as the Dean, Director or Department Head.
- Complete an Official Activity Excuse Form for each student (not each class) requesting an excuse.
- Completed Excused Absence Request Forms and Individual Official Activity Excuse Forms must be sent/hand delivered to the Dean of Students Office located in the Robert L. Nugent Building. Please allow 10 business days to process requests.
- The person identified as the Contact Person below will be notified by the Dean of Students Office when the forms are ready to be picked up. Excused Absence Request Forms will not be issued after an activity has occurred.
- PLEASE NOTE to properly fill out this form you must use Adobe Reader or Acrobat 8.0 or greater. If any other PDF viewer is used (such as Apple Preview or Google Chrome PDF viewer) the form will not format correctly and the filled in fields will appear blank when received by our office. **Make sure to save a copy of the completed form on your computer as a back up.**

Date: _____ Department/Organization: _____

Dept./Organization Contact Person: _____ Phone #: _____

Email Address: _____

Name of Event: _____

Location of Event: _____

Date/Time of Departure: _____ Date/Time of Return: _____

Student Organization Advisor Signature*: _____
*required for recognized student organizations only

Student Organization Advisor Printed Name: _____

ALL FORMS MUST BE TYPED. List names alphabetically using full legal names. List only those students who are requesting an excuse. The academic dean, director or department head should confirm if students are in good academic standing (i.e., not on probation) and determine if they should be excused.

Last Name, First Name, Middle	Student ID Number	Excused Y or N

Approved: _____ _____
Dean, Director, Department Head Date

_____ _____
Dean, Director, Department Head Printed Name Phone/Email

Approved: _____ _____
Interim Dean of Students Date

Official Activity Excused Absence Requests
Policy and Guidelines

7.04.02 Excused Absence for Group of Students
(Location of policy: http://policy.arizona.edu/employmenthuman-resources/attendance)

Policy

1. A student may be excused from classes for attendance at officially authorized functions in accordance with the authorization directives below and for regularly scheduled field trips announced in the General Catalog.
2. The instructor shall accept such excuses and shall impose no penalty if the students have complied with the prescribed procedures for excused absence. Instructors should also notify persons in charge of their quiz or laboratory sections of these excused absences.
3. Trips for groups of students shall be scheduled at times other than those days reserved for final examinations each semester.
4. For trips during the semester, the approval of the academic dean as well as that of the Dean of Students must be obtained. Normally the deans will not give approval for students on academic probation.

Authorization

1. When more than three students from a student group are involved, an official form, which may be obtained from the Office of the Dean of Students, must be used.
2. Using the official form, the adviser of a student group lists the students proposed as participants.
3. Once or twice a semester the sponsoring dean checks the academic record of each participating student, eliminating those whose scholastic standing is not sufficiently high.
4. The sponsoring dean then sends the list to the Dean of Students' Office. Students traveling in University vehicles are covered by insurance; students who drive themselves in their own cars may not be covered. Questions about current policy should be directed to the Office of Risk Management and Safety. Travel arrangements should be made known at the time the Activity Program Permit (or memorandum in case of field trips) is completed, and must be noted on the travel regulation line.

Prescribed procedures and reminders:

1. Students should be in good academic standing and not on probation to be excused from class. (Note: It is responsibility of the Dean, Director, or Department Head approving this form to make this determination.)
2. Probation status occurs following any term when an undergraduate's cumulative GPA drops below a 2.0 or when a graduate student's cumulative GPA drops below a 3.0.
3. Groups of one or two students requesting an excused absence should follow the same process outlined for larger groups.
4. Students must make prior arrangements with their instructors to complete all assignments and/or tests before the absence.
5. Excused absences will not be issued after an activity.

Updated 3/26/2019

THE UNIVERSITY OF ARIZONA

Official Activity Excuse

Name: _____ **Student ID#:** _____

Date(s) Absent from Class: _____

Reason: _____

A student may be excused from classes for officially authorized functions in accordance with the Excused Absence Policy adopted by the Faculty Senate. (See Section 7.04.02, Handbook for Appointed Personnel, 2000).

_____

Chrissy Lieberman
Interim Dean of Students

Date

THE UNIVERSITY OF ARIZONA

Official Activity Excuse

Name: _____ **Student ID#:** _____

Date(s) Absent from Class: _____

Reason: _____

A student may be excused from classes for officially authorized functions in accordance with the Excused Absence Policy adopted by the Faculty Senate. (See Section 7.04.02, Handbook for Appointed Personnel, 2000).

_____

Chrissy Lieberman
Interim Dean of Students

Date

THE UNIVERSITY OF ARIZONA

Official Activity Excuse

Name: _____ **Student ID#:** _____

Date(s) Absent from Class: _____

Reason: _____

A student may be excused from classes for officially authorized functions in accordance with the Excused Absence Policy adopted by the Faculty Senate. (See Section 7.04.02, Handbook for Appointed Personnel, 2000).

_____

Chrissy Lieberman
Interim Dean of Students

Date

THE UNIVERSITY OF ARIZONA

Official Activity Excuse

Name: _____ **Student ID#:** _____

Date(s) Absent from Class: _____

Reason: _____

A student may be excused from classes for officially authorized functions in accordance with the Excused Absence Policy adopted by the Faculty Senate. (See Section 7.04.02, Handbook for Appointed Personnel, 2000).

_____

Chrissy Lieberman
Interim Dean of Students

Date

THE UNIVERSITY OF ARIZONA

Official Activity Excuse

Name: _____ **Student ID#:** _____

Date(s) Absent from Class: _____

Reason: _____

A student may be excused from classes for officially authorized functions in accordance with the Excused Absence Policy adopted by the Faculty Senate. (See Section 7.04.02, Handbook for Appointed Personnel, 2000).

_____

Chrissy Lieberman
Interim Dean of Students

Date

THE UNIVERSITY OF ARIZONA

Official Activity Excuse

Name: _____ **Student ID#:** _____

Date(s) Absent from Class: _____

Reason: _____

A student may be excused from classes for officially authorized functions in accordance with the Excused Absence Policy adopted by the Faculty Senate. (See Section 7.04.02, Handbook for Appointed Personnel, 2000).

_____

Chrissy Lieberman
Interim Dean of Students

Date

THE UNIVERSITY OF ARIZONA

Official Activity Excuse

Name: _____ **Student ID#:** _____

Date(s) Absent from Class: _____

Reason: _____

A student may be excused from classes for officially authorized functions in accordance with the Excused Absence Policy adopted by the Faculty Senate. (See Section 7.04.02, Handbook for Appointed Personnel, 2000).

_____

Chrissy Lieberman
Interim Dean of Students

Date

THE UNIVERSITY OF ARIZONA

Official Activity Excuse

Name: _____ **Student ID#:** _____

Date(s) Absent from Class: _____

Reason: _____

A student may be excused from classes for officially authorized functions in accordance with the Excused Absence Policy adopted by the Faculty Senate. (See Section 7.04.02, Handbook for Appointed Personnel, 2000).

_____

Chrissy Lieberman
Interim Dean of Students

Date

THE UNIVERSITY OF ARIZONA

Official Activity Excuse

Name: _____ **Student ID#:** _____

Date(s) Absent from Class: _____

Reason: _____

A student may be excused from classes for officially authorized functions in accordance with the Excused Absence Policy adopted by the Faculty Senate. (See Section 7.04.02, Handbook for Appointed Personnel, 2000).

_____

Chrissy Lieberman
Interim Dean of Students

Date

THE UNIVERSITY OF ARIZONA

Official Activity Excuse

Name: _____ **Student ID#:** _____

Date(s) Absent from Class: _____

Reason: _____

A student may be excused from classes for officially authorized functions in accordance with the Excused Absence Policy adopted by the Faculty Senate. (See Section 7.04.02, Handbook for Appointed Personnel, 2000).

_____

Chrissy Lieberman
Interim Dean of Students

Date

THE UNIVERSITY OF ARIZONA

Official Activity Excuse

Name: _____ **Student ID#:** _____

Date(s) Absent from Class: _____

Reason: _____

A student may be excused from classes for officially authorized functions in accordance with the Excused Absence Policy adopted by the Faculty Senate. (See Section 7.04.02, Handbook for Appointed Personnel, 2000).

_____

Chrissy Lieberman
Interim Dean of Students

Date

THE UNIVERSITY OF ARIZONA

Official Activity Excuse

Name: _____ **Student ID#:** _____

Date(s) Absent from Class: _____

Reason: _____

A student may be excused from classes for officially authorized functions in accordance with the Excused Absence Policy adopted by the Faculty Senate. (See Section 7.04.02, Handbook for Appointed Personnel, 2000).

_____

Chrissy Lieberman
Interim Dean of Students

Date

THE UNIVERSITY OF ARIZONA

Official Activity Excuse

Name: _____ **Student ID#:** _____

Date(s) Absent from Class: _____

Reason: _____

A student may be excused from classes for officially authorized functions in accordance with the Excused Absence Policy adopted by the Faculty Senate. (See Section 7.04.02, Handbook for Appointed Personnel, 2000).

_____

Chrissy Lieberman
Interim Dean of Students

Date

THE UNIVERSITY OF ARIZONA

Official Activity Excuse

Name: _____ **Student ID#:** _____

Date(s) Absent from Class: _____

Reason: _____

A student may be excused from classes for officially authorized functions in accordance with the Excused Absence Policy adopted by the Faculty Senate. (See Section 7.04.02, Handbook for Appointed Personnel, 2000).

_____

Chrissy Lieberman
Interim Dean of Students

Date

THE UNIVERSITY OF ARIZONA

Official Activity Excuse

Name: _____ **Student ID#:** _____

Date(s) Absent from Class: _____

Reason: _____

A student may be excused from classes for officially authorized functions in accordance with the Excused Absence Policy adopted by the Faculty Senate. (See Section 7.04.02, Handbook for Appointed Personnel, 2000).

_____

Chrissy Lieberman
Interim Dean of Students

Date