

Oakland University Excused Absence Form

My participation in the following University Sponsored Event will cause me to miss the following class/classes on the indicated dates. I understand that I am responsible for completing all course work that I miss.

Class: _____

Course Number: _____ Section Number: _____ Day/Time of Class Meeting _____

Reason for absence (Name of University Sponsored Event): _____

Dates of classes missed due to University-Authorized Activities:

_____ Student Name	_____ Student Signature	_____ Email@oakland.edu	_____ Date
_____ Faculty Name	_____ Faculty Signature	_____ Email@oakland.edu	_____ Date
_____ Designee *	_____ Designee Signature	_____ Email@oakland.edu	_____ Date

(* Name of faculty/administrator/staff member from the Sponsoring Unit responsible for this event)

Students should keep one copy, give one copy of the signed form to the instructor, and return one copy to the faculty/administrator/staff member from the University Event Sponsoring Unit who will keep a record of the student's absences on file.

Please Note that per the Oakland University Excused Absence Policy:

- *Students should inform their instructors of the dates they will miss class due to an excused absence by providing the Excused Absence Form to the instructor prior to the date of the anticipated absence. If schedules are known prior to the start of a term, students should provide this information to their instructors by the first day of class. For events where the dates and times of the excused absences are unknown at the beginning of the semester, students should provide the completed Excused Absence Form to their instructors or administrators at the earliest possible time. An appropriate administrator must also sign the form prior to submitting it to the instructor member. A letter or email should be sent/attached to this form by the faculty/administrator/staff member designated by the University Event Sponsoring Unit.*
- *Instructors are responsible for providing students with an equitable way to make up missed work due to an absence excused by this policy, including course requirements for class attendance and/or participation*

Comments: