

EXCUSED ABSENCE REQUEST FORM

This form must be presented to the Office of the Provost for approval at least two (2) weeks before the activity/event.

Date of Request: October 16, 2024

Faculty/Sponsor making request: Patricia Adams

Description of Activity: Global Missions Health Conference in Kentucky

Date/s and time/s of Activity: November 7-10th, 2024

Student's name participating:

(Type the *alphabetized list* of students in the space below. Do not include Student's ID#'s on this form.)

Luke Assaad	Kasey Major
Abigail Baker	Grace McMahan
Tatiana Baptista	Olivia Medari
Hannah Bohlen	Priscille Moussa Sangara
Kaya Brooks	Peninah Nyawara
Timothy Davis	Rachel Page
Debbie Demesmin	Cameron Seidenstucker
Kelsea Eichler	Ayla Thureson
Rachel Evangelisto	Erin Varley
Netanya Godoy	Michelle Villacorta
Havily Jones	Jessica Weatherholt
Joven Jose	Kenya Woodard
Keegan Loring	Sabrina Fernandez
	Ian Harry

Aimee Franklin

Signature of Vice President
(if applicable)

10/21/2024

Date

Meghan Griffin

Signature of Provost

10/21/2024

Date

EACH STUDENT IS RESPONSIBLE TO PRESENT THIS FORM, AT LEAST ONE (1) WEEK BEFORE THE ACTIVITY/EVENT, TO EACH INSTRUCTOR WHOSE CLASS WILL BE MISSED.

EXCUSED ABSENCE POLICY

Students may be “excused” for absences if participating in a *college-approved activity*. Examples of college-approved activities might be promotional and recruitment-oriented trips, college fairs, athletic competitions, academically oriented trips (e.g., field trips to fulfill requirements for a class, debates), etc.

The faculty member, sponsor, or director of the group must request approval from the Provost using the standardized form available in the Office of the Provost, Chief Academic Officer.

It will then be the responsibility of the faculty member, sponsor, or director of the group to provide the students with the approved form. The students will then submit it to the respective faculty at least one (1) week *before the activity/event*.

It will also be the responsibility of the faculty member, sponsor, or director of the group to notify faculty if any student/s did not participate in the activity and whose absences, therefore, should not be excused.

It will be the responsibility of the student to make up any assignments missed due to their participation in this activity.