

## Excused Absence Course Trip Form

To be filled out by Professor sponsoring the trip:

Semester: \_\_\_\_\_

Course Title: \_\_\_\_\_

Professor: \_\_\_\_\_

Trip Venue and Location \_\_\_\_\_

Please note that I have a scheduled course trip on \_\_\_\_\_. It will require students in my course be off campus from \_\_\_\_\_ to \_\_\_\_\_. The purpose of this form is to let you know about this trip and to ask you to consider allowing your student an excused absence on that day. The decision to grant an excused absence is at your discretion and students are responsible for any missed work.

Please note that the agreement to grant an excused absence will no longer be valid if, at the time of the trip:

- 1) The student is in violation of your attendance policy or has accumulated excessive absences.
- 2) The student's overall course grade is a C or below.

Please note that students may only request a maximum of two trip-related excused absences per semester.

Should you wish to maintain this form for your records, please make a copy before returning to your student.