Officially Sanctioned School Activity

See Academic Policies and Procedures Manual, 6.1.5 Absence from Class

... “These students should not be charged with a willful absence but should be held responsible for all regular course work.”

Group: ____________________________

Purpose of Activity: __________________________________________

_________________________________________________________________

Date of Departure: _______________ Time of Departure: ___________

Destination: ___________________________________________________

Date of Return: ________________ Est. Time of Return: ___________

NOTE: After all signatures have been secured in the order listed, the Office for Student Services will return this form to the sponsor for distribution.

*Sponsor ____________________________ Date__________

Department Chair ____________________________ Date__________

Academic Dean ____________________________ Date__________

V.P. Academic Affairs ____________________________ Date__________

V.P. Student Services ____________________________ Date__________

*Please list all participants for this activity on the reverse side of this form.

OSS 10/10/05