**Student Absence for University-Sanctioned Events**

University of Illinois Springfield values and supports the required participation of students in university-sanctioned events.

Students are encouraged to complete the Student Absence Form **as early as possible each semester** for all university-sanctioned events in which they plan to participate. **A separate form should be presented to each instructor**, based upon class sessions that will be missed for that instructor’s course.

In all cases, it is the responsibility of the student to inform the instructor of scheduled absences in advance and to arrange to complete missed work within a reasonable timeframe. Instructors are encouraged to provide students with reasonable accommodations for completing missed exams, quizzes and the like so that students who are absent have the opportunity to earn all the points available to students attending the class. Ultimately, students are responsible for material covered in classes missed due to university-sanctioned events.

**Course number & name**:

**Student name:**

**Student signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date signed:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- |
| **Date(s) to be missed** | **University-Sanctioned Event Title** | **Event contact person (print/type)** | **Event contact person(signature)** |
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*Right click in a cell above and select insert > rows > rows below, if additional lines are needed.*

**To be completed by instructor:**

I grant permission for the student to miss the class(es) indicated above. The following special accommodations\* have been, or will be, made regarding the missed class(es):

**Instructor signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date signed:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\**Examples: Student may take make-up test, student may submit paper early, student may complete alternative assessment, student may complete make-up work, student will lose points (requirement cannot be made up or attendance is mandatory).*