

Student Absence for University-Sponsored Travel Form

This form is to be completed by any Indiana University Kokomo student who will be missing class(es) for university-sponsored travel. This form should be presented to the instructor as soon as possible, ideally at the beginning of the semester. At least two weeks before the missed class(es) is the expectation except in extraordinary circumstances. The student should also follow up with the instructor one week before the absence to finalize details on make-up work.

Student's Name: _____

Course: _____

Reason for absence (Athletics, KEY, Conference): _____

Date(s) student will be absent from the course:

Date of Absence	Date/Time of Departure	Date/Time of Return	Location

NOTE: If more than 5 absences are expected for your activity, please attach an additional page with the above information

Action(s) required by student for absence (Make-up assignment for participation points, assignment due in advance, no action required, etc.):

Student's Signature: _____

Professor's Signature: _____

Sponsoring Faculty or Coach's Signature: _____

***It is the student's responsibility to provide an instructor with this form, to provide notice again one week in advance of the absence, and to complete all actions outlined above for making up work that is missed. Failure to do so could result in the student receiving a zero on any missed assignments, discussions, etc. from those class periods. ***