

Student Name: _____

Course Number: _____

Class Meeting Time: _____

Notification of Absences for University Events

IU Kokomo policy allows for students to miss a limited number of classes in order to participate in university-sponsored activities (such as KEY trips, athletic competitions, etc.) without being penalized. To be excused from a class meeting, you must complete this form and submit it to the instructor of any class you will have to miss. If you learn about the planned activity at the beginning of the semester, you should submit the form immediately. If you learn about the planned activity later in the semester, you should submit the form as soon as possible. In the case of a lecture linked with a lab, you should submit the form to both instructors. Please note that the total number of sessions you miss in any single class should not exceed 15 percent of the total class sessions in that class. If you exceed this limit through any combination of KEY trips, athletic competitions, or other university-sponsored events, the policy may no longer apply for any subsequent absences for university-sponsored travel at the instructor's discretion.

<u>Event Date</u>	<u>Event Time</u>	<u>Location</u>	<u>Estimated Departure Time</u>	<u>Estimated Return Time</u>

Signature of Student Date

Signature of Supervising Faculty/Staff Date

Signature of Instructor Date

Supervising Faculty/Staff (printed) Date