



**OFFICIAL REQUEST FOR STUDENT ABSENCES  
FOR AUTHORIZED ACTIVITIES**

**Procedures: (One form per course; may include several dates.)**

1. ACTIVITY SPONSOR completes Part A, retains one copy, and forwards the original and an additional copy to the instructor.
2. INSTRUCTOR/FACULTY approves, signs, and completes Part B, retains one copy, and returns a signed copy to the activity sponsor.
3. ACTIVITY SPONSOR keeps a completed form (signed and approved) on file in the office.

**Part A:**

Student's Name: \_\_\_\_\_  
(Please print)

<u>Class #</u>	<u>Title</u>	<u>Day/Hour</u>	<u>Instructor</u>
_____	_____	_____	_____

Official University Event: \_\_\_\_\_

Dates of class absence: \_\_\_\_\_

Activity Sponsor: \_\_\_\_\_

	Name		Signature	
<u>USC Recreational Sports</u>	<u>2500</u>	<u>Lyon Center</u>	<u>05551</u>	_____
Department	Mail Code	Location	Phone	Date

**Part B:**

Approval: (Please check appropriate box)                       Yes                       Partial                       No

_____	_____	_____	_____
Instructor (Please print)	Instructor Signature	Date	Phone

**Remarks:** (If partial or no, please explain.)

**Appeals:** The activity sponsor may appeal a faculty member's decision to deny the request for an excused absence. The sponsor should first discuss the decision with the faculty member, next the department chair or dean. Ultimately, or in the case of an emergency, the sponsor may appeal the denial to the Provost's Office Refer to SCampus.