



Purpose of the Student Absence Request for Travel form: to place responsibility with students for managing extracurricular activities and course requirements with their professors; to have a written record of what is expected by all parties (students/professors); to give the advisor some insight into the academic progress of their students; to provide a timely notification of travel to professors.

The Process:

1. The form is filled out by the advisor to indicate the travel dates, times, and purpose.
2. The professor signs the form and provides information on how the student shall make up the missed days. This is also the place for the professor to let the advisor know if there are concerns about the academic progress of that student. If a professor does not recommend travel, the advisor and student will discuss whether it is in the best interest of the student to travel with the club.
3. The form is returned to the advisor, and the advisor makes a copy for his/her records.

Student Absence Request for Travel

Name of Student _____

Date: From _____ To _____

Purpose of Travel: _____

Advisor _____ Contact # _____

Student ID# _____

Class _____ Professor _____

Dates and Times of Classes Missed _____

Required assignments for make-up _____

Do you recommend this student travel? Y N

Professor Signature _____

Class _____ Professor _____

Dates and Times of Classes Missed _____

Required assignments for make-up _____

Do you recommend this student travel? Y N

Professor Signature _____

Class _____ Professor _____

Dates and Times of Classes Missed _____

Required assignments for make-up _____

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Professor Signature _____

Class _____ Professor _____

Dates and Times of Classes Missed _____

Required assignments for make-up _____

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Professor Signature _____

Class _____ Professor _____

Dates and Times of Classes Missed _____

Required assignments for make-up _____

Do you recommend this student travel? Y N

Professor Signature _____