

NORTHERN ARIZONA UNIVERSITY

ACADEMIC INSTITUTIONAL EXCUSE FORM

Institutional excuse is requested for the students listed below to be absent from campus for the period _____ through _____
hour month/day/year hour

_____ for the purpose of participating in the following activity:
month/day/year

Destination and Description of Event

The students must be given the opportunity to make up all work missed. This form must be approved **at least** five (5) days prior to departure and appropriate faculty must be notified before the activity. Duplication and distribution of this form is the responsibility for the person making the request. *This form may not be substituted for the Request To Be Absent Form submitted by the faculty member.*

Faculty Member

Date

Chair/Supervisor

Date

Dean/Director

Date

List students in alphabetical order