STUDENT AUTHORIZED ABSENCE POLICY

All field trips, athletic events, tours, etc. approved by a department chairman, athletic coach, or tour director as part of the regular program of the university are official school activities.

All activities and events should be planned in advance of each semester so that students may know what absences will be required in order to notify their instructors in advance and plan their work accordingly.

Faculty may not cut student grades on the basis of attendance if the absence(s) are for officially sanctioned activities. In the event that the student is doing poorly the instructor should inform both the student and the activity or event sponsor of the deficiency.

The sponsor must submit a list of all students involved in the activity to the Dean of Students Office at least one week prior to any sanctioned activity lasting more than one day. The list should include the dates of the activity, a travel itinerary, the name(s) of accompanying chaperones, faculty, staff and administrators.

OFFICIAL BYU-IDAHO
STUDENT ABSENCE REQUEST

Name _____ ID#_____

Activity: Communication Dept. - Digital Imaging Course - Required Field Trip

Date/Time:

This students understands that he/she is responsible to contact you in advance of the absence to arrange for make up work. Please provide the opportunity for this student to make up work missed during his/her absence. He/she understands the ramifications of the policy provided above.

Sponsor: Communication Department

Phone ext: 3691

STUDENT RESPONSIBILITY & ACKNOWLEDGEMENT

Name _____ ID#_____

I understand that I am responsible to make contact with the instructor of each class I will miss prior to the absence and to make up any work which I have missed in my classes during my absence(s) and that some classes have unique labs or class projects which due to their nature or complexity may not be duplicated for my benefit. I also understand that it is not incumbent on any instructor to redo a specific class environment because of my absence.

Signed_____Date:_____