

University of Kentucky College of Fine Arts **Student Excused Absence Request**

Faculty members organizing an activity in which students will need to miss class(es) should request an "Excused Absence Letter," if possible, at least two weeks prior to the event. "Excused Absences" are defined in the University of Kentucky Senate Rule V.2.4.2, which contains the following information:

Trips for members of student organizations sponsored by an academic unit, trips for University classes, and trips for participation in intercollegiate athletic events. When feasible, the student must notify the instructor prior to the occurrence of such absences, but in no case shall such notification occur more than one week after the absence.

Students missing work due to an excused absence bear the responsibility of informing the instructor about their excused absence... and of making up the missed work. The instructor shall give the student an opportunity to make up the work and/or exams missed due to an excused absence and shall do so, if feasible, during the semester in which the absence occurred.

The College of Fine Arts procedure for obtaining an "Excused Absence Letter" is:

1. Complete the information below fully; append a list of names of all participating students.
2. Submit the request to the appropriate Department Chair or School Director for approval.
3. Once the request has been approved (signed), forward to the Dean's Office, where an "Excused Absence Letter" will be issued to the faculty member requesting it.
4. Reproduce copies of the letter -- one for each class that each student will miss -- and distribute them to the participating students, who will, in turn, present them to the teachers of the classes affected.

Faculty member requesting letter _____ Unit _____

Campus phone _____ Home phone _____ E-mail _____

Dates, days of the week, and times of day _____

Reason for the absence, including specific activity and location, as well as the student's connection (eg., member of xxx ensemble, production, class, or student group):

Please submit names of students to be excused on an attached separate sheet.

Signature of faculty member making request

Date of request

Signature of Director/Department Chair

Date