

UMSL STUDENT ABSENCE FORM
(Office of Academic Affairs)

This form should be completed by the student and faculty/staff sponsor. The student should then deliver this form to the instructor and arrange accommodations for the absence(s).

TO: University of Missouri – St. Louis Faculty

DATE: _____

RE: Request to Accommodate Absence for University-sanctioned activity for

Student's name

Course Number

FROM:

Faculty/Staff Sponsor

Phone number

email address

The student named above is a member of _____ at the University of Missouri-St. Louis. During this semester, the student will miss class on the following date(s) due to activities of this university-sanctioned organization.

(Dates of absence)

The student understands that it is his/her responsibility to make necessary arrangements prior to his/her absence to fulfill the requirements of your course. If I may be of any assistance, please contact me.

Thank you for your cooperation and understanding.

STUDENT ABSENCE POLICY FOR UNIVERSITY-SANCTIONED ACTIVITIES
(Approved by UMSL Faculty Senate 2009)

Participation in extra-curricular activities is an important component of a student's university education. The faculty of the University of Missouri – St. Louis values and supports participation in activities such as, but not limited to, intercollegiate athletics, music ensembles, performing arts troupes, field trips, student government, and the like. In this spirit, faculty members are asked to provide students participating in university-sanctioned activities with reasonable accommodations for classes, exams, and quizzes that are missed because of these university-sanctioned activities. It is a student's responsibility to submit a "Student Absence Form" to his/her instructor identifying the scheduled absences as early as possible during each semester. It is also the student's responsibility to fulfill the requirements of the missed class work in a timely manner. Students are responsible for the material covered in all classes, whether or not they are able to attend. When disagreements regarding this policy occur between a student and faculty member, the issue will be first referred to the faculty member's department chair, followed by the dean, and finally the Provost, for review and resolution.