



**Student Off-Campus/Field Trip
or
Student Representation at a Conference or
Professional Organization**

Department of _____

Date _____

The following student(s) will be participating in a:

___ Student Off-Campus/Field Trip ___ Conference

___ Meeting of a professional organization

___ Other

Student(s) will be participating in/attending _____.

Student participation in this activity is approved by the sponsoring department, and a request is made that the student(s) be permitted to make up missed tests, and/or assignments. Students have been advised that it is their responsibility to inform their course professors of this activity through presentation of this form.

Signature of Student/ Date
* See attached sheet for multiple students

Signature of Department Chairperson

Sponsoring Faculty Member / Date

Dean/Vice President

