Excused Absence Form – Authorized Activity
Colorado School of Mines

This form should be completed by any student that needs to be excused from classes as the student is representing the School in an authorized activity related to a club or academic endeavor (academic competitions, student professional society conferences, club sport competition, program-sponsored competitions, etc.). The form should be completed and submitted to the Student Life Office (Student Center, suite E240), or emailed to excusedabsence@mines.edu, at least three weeks in advance of the absence, if possible.

Student Information:
IMPORTANT: If more than one student is involved, please attach a list to this form with names and CWID #s of all students that will need to be excused.

Student Name: __________________________________________

CWID #: __________________________________________

Phone Number: _______________________ Email: _______________________

Excused Absence Information:

Date(s) of the planned absence: __________________________________________

Reason for the excused absence: __________________________________________

Validation Information:
This activity needs the approval of a Mines faculty or staff member in order to qualify as an approved activity. Please provide information on this individual and have him/her sign this form as approval of the activity.

Name: __________________________________________

Phone number: _______________________ E-mail address: _______________________

Campus Department: __________________________________________

Faculty/Staff Signature: __________________________________________