

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 cfuller@mines.edu. As a courtesy, please complete and send the form at least **three weeks in advance** of the absence.

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 of the sponsoring organization/club/department 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: _____