

**EXCUSED ABSENCE FORM**

In accordance with University policy, all students wishing to receive an excused absence for a club-related event must be named on the list attached to this form. The Excused Absence Form below must be completed by the club’s Faculty Advisor, or it will not be processed. The completion and submission of this form does not guarantee that the students named will be granted an excused absence as final approval is granted by the Office of the Provost.

***Please complete this form in its entirety and ensure that all information is correct. Then, submit this form to your Club Coordinator along with a list of the names, student ID numbers, and Liberty emails of all students in need of an excused absence for the described event.***

Name of Club:

Club Faculty Advisor’s Information:

 Name:

 Department/Position:

 Liberty Email:

Event Date:

Name of Event:

Event Description:

Why do the students need an excused absence for this event?

How will this event add to the value of the student’s academic experience?

**Signature:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Faculty Advisor Date