

**NORTHERN ARIZONA UNIVERSITY
ACADEMIC INSTITUTIONAL EXCUSE FORM**

Institutional Excuse is requested for the students listed below to be absent from campus for the period _____ through _____
(hour) (month-day-year) (hour) (month-day-year)
for the purpose of participating in the following activity:

(destination and description)

The student shall be given the opportunity to make up all work missed. This form must be approved at least 5 days prior to departure and appropriate faculty must be notified before the activity. Duplication and distribution of this form is the responsibility of the person making the request. This form may not be substituted for the Request to be Absent form submitted by the faculty member.

Faculty Member Date

Chair/Supervisor Date

Dean/Director Date

List students in alphabetical order