

A-051.1 Make-up and Missed Class Authorization Form

Student's Name: _____ SMSU ID: _____

Course Number: _____ Section Number: _____

Day/Time of Class Meeting(s): _____

Faculty Member's Name: _____

Sponsor's Name/Title: _____

Date(s) of classes missed due to University-sponsored Activities: _____

Reason for absence: _____

Student's Signature

Date Signed

Sponsor's Signature

Date Signed

Faculty Member's Signature

Date Signed

Students should present this form to the faculty during the first week of the semester, when possible. In cases where the date and time of the scheduled activity is not known or the activity is rescheduled, an authorization form will be filled out at the earliest convenience. Students will provide a copy of the signed Make-Up Work and Missed Class Authorization Form to the professor and sponsor. Unless all signatures appear above, it may not be possible to make-up missed work, and/or excuse the absence(s) without penalty.

Use this space for any faculty comments: