

A-051.1 MAKE-UP WORK AND MISSED CLASS AUTHORIZATION

Code: A-051.1

Date: March 23, 2014

Approved: Connie J. Gores

Effective Date: August 1, 2014

Southwest Minnesota State University Procedure

University Sponsored Activity: Make- up Work and Missed Class Authorization Form

My participation in the following University-sponsored activity will cause me to miss the following class meeting(s). I understand that I am responsible for completing all course work that I miss. The timing, type and extent of make-up work shall be at the discretion of the faculty member, with the understanding that not all types of course work may be made up. Make-up Work and Missed Class Authorization Form (<http://catalog.smsu.edu/policies-procedures/make-up-work-missed-class-authorization/A0511.pdf>)

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: