



# Notification of Absence Due to Participation in a Nazareth-Sanctioned Activity/Event

Students participating in Nazareth-sanctioned activities shall not be penalized for an absence due to the activity as long as the student notifies the instructor prior to the absence according to the procedures below. This means that students will be allowed to make up any work missed due to the excused absence without penalty, and the absence will not be counted against the students.

Examples of sanctioned activities include but are not limited to participation in Nazareth-authorized athletic competitions, performances, club-sponsored conferences and presentations, academic conference presentations, activities and events sponsored by the Center for Life’s work, college-supported short-term study abroad programs or other *significant* extracurricular or co-curricular activities.

To avoid being penalized for an absence due to participation in a Nazareth-sanctioned activity, the student must submit this form to the instructor of the course in conflict by the end of the first week of classes or as soon as the student is made aware of a conflict if after the first week. In addition, the student will work with the faculty member in advance of the absence to determine a plan for completing missed work and/or submitting assignments. It is the student’s responsibility to follow through on the agreement.

See the Academic Policies and Procedures section of the *Nazareth Undergraduate Catalog* for more information.

_____	_____	_____	_____
<b>Student Name (First and Last)</b>	<b>Student ID #</b>	<b>Student Signature</b>	<b>Term</b>

_____	_____	_____
<b>Course Subject and Number</b>	<b>Course Title</b>	<b>Course Instructor</b>

_____	_____
<b>Sanctioned Activity/Event</b>	<b>Coach, Faculty or Staff Sponsoring the Activity/Event</b>

<b>Date(s) when the activity/event conflict(s) with the course:</b>		
_____	_____	_____
<b>Date</b>	<b>Departure time</b>	<b>Return time</b>
_____	_____	_____
<b>Date</b>	<b>Departure time</b>	<b>Return time</b>
_____	_____	_____
<b>Date</b>	<b>Departure time</b>	<b>Return time</b>

**Note to student:** Give a copy of this form to the faculty member of the course in conflict and keep a copy or save in your computer for your own records.