

# 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

\_\_\_\_\_ for the purpose of participating in the following activity:  
month/day/year

\_\_\_\_\_  
Destination and Description of Event

The students must be given the opportunity to make up all work missed. This form must be approved **at least** five (5) days prior to departure and appropriate faculty must be notified before the activity. Duplication and distribution of this form is the responsibility for 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