



Event Participation Form

Addendum to CSU Class Attendance Policy: As recommended by the Faculty Senate and approved by the Vice President for Academic Affairs, student members of an official Columbus State University organization or students whose attendance is requested by another faculty member are excused from classes when traveling to university-sanctioned events and are to be given the opportunity to complete work missed as a result of this absence provided that no more than 15% of class hours (including other absences) per course per semester are missed. Any absences exceeding the 15% allotted must be approved in advance by the faculty member.

Note: It is the student's responsibility to have this form completed and signed by the event sponsor and the instructor prior to the date of the event. Completed and signed copies of this form should be retained by the instructor, student and event sponsor.

To be Completed by Event Sponsor (Please Print)

The following student is required to attend the CSU event listed below and should be excused from classes during this period.

Student Name: _____ **Student ID:** _____

Course: _____ **CRN:** _____

Description of CSU Event: _____

Date(s) of Event: _____

Name of CSU Event Sponsor

Signature

Date

To be Completed by Instructor

The above student is excused from my class during the date(s) listed and will be given the opportunity to complete work missed as a result of this absence.

Comments: _____

Name of Instructor

Signature

Date