This form should be completed by any student that needs to be excused from classes as the student is representing the School in an authorized activity related to a club or academic endeavor (academic competitions, student professional society conferences, club sport competition, program-sponsored competitions, etc.). The form should be completed and submitted to the Student Life Office (Student Center, suite E240), or emailed to aomofoma@mines.edu, at least three weeks in advance of the absence.

**Student Information:**

IMPORTANT: If more than one student is involved, please attach a list to this form with names and CWID #s of all students that will need to be excused.

- Student Name: ____________________________
- CWID #: ____________________________
- Phone Number: ____________________________ Email: ____________________________

**Excused Absence Information:**

- Date(s) of the planned absence: ____________________________
- Reason for the excused absence: ____________________________

**Validation Information:**

This activity needs the approval of a Mines faculty or staff member in order to qualify as an approved activity. Please provide information on this individual and have him/her sign this form as approval of the activity.

- Name: ____________________________
- Phone number: ____________________________ E-mail address: ____________________________
- Campus Department: ____________________________

**Student Signature:** ____________________________