

# University of Example - Office of Academic Affairs

## Notice of Absence Form: Academic Trip

**Student Name:**

**Student ID Number:**

**Department & Program:**

**Academic Trip Title/Event:**

**Trip Location:**

**Dates of Absence:**

e.g., June 12–14, 2024

**Reason for Absence:**

Participation in an official academic trip as approved by the university.

**Courses Affected:**

List all classes/courses you will miss during the absence.

**Faculty Notified:**

Select



**Student Contact Information (email/phone):**

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Faculty/Advisor Approval (Signature):**

**Date:** \_\_\_\_\_

**Instructions:** Complete this form and submit it to the Office of Academic Affairs at least one week before your scheduled academic trip. Attach documentation confirming your participation and faculty approvals if required.

This notice ensures that your participation is officially recognized and helps facilitate communication regarding any make-up assignments or responsibilities.