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**Request for General Excuse from Chapter Meetings**

**Attendance policy:** Every member of a collegiate chapter is required to attend all chapter meetings and functions relating to membership selection, ritual and the Founders. General absence may be excused by the chapter management team (CMT). Other absences are handled in the manner designated in the chapter standing rules. *From Collegiate Chapter Officers Manual (10th edition)*.

Freshman  Sophomore  Junior  Senior  Other

Name of member: Click or tap here to enter text.

Mailing address: Click or tap here to enter text.

City, State, Zip: Click or tap here to enter text.

Course beginning and end time: Click or tap here to enter text.

Name of course: Click or tap here to enter text.

Reason course must be scheduled: Click or tap here to enter text.

**Note:** Members receiving approval for absence from chapter meetings must read the minutes and email vp: communications within a week. If class/conflict is cancelled, meeting attendance is required.

|  |  |  |  |
| --- | --- | --- | --- |
| **Signature of chapter member:** | Click or tap here to enter text. | **Date:** | Click or tap here to enter text. |
| **Signature of president:** | Click or tap here to enter text. | **Date:** | Click or tap here to enter text. |
| **Signature of advisory team chairman:** | Click or tap here to enter text. | **Date:** | Click or tap here to enter text. |

**Comments:** Click or tap here to enter text.

*CMT will notify the member of their decision.*