

HAMPTON UNIVERSITY

Hampton, Virginia

OFFICE OF THE PROVOST

Date: _____

REQUEST FOR EXCUSE FROM FORMAL UNIVERSITY EVENTS

I hereby request to be excused from:

Faculty Institute – Fall/Winter/Spring

Founder’s Day

Convocation

Commencement

Parents Weekend

Faculty Meeting

The reason for this request is stated below:

Applicant (Print)

Applicant (Signature)

Approved

Disapproved

Chairperson

Approved

Disapproved

Dean

Approved

Disapproved

Provost