Re: Requests to be excused from program events / activities (Revised 2009-2010)

- Upward Bound students who wish to be excused from attending program events / activities must complete and submit a Request to be Excused form on the Upward Bound website.
- In general, requests must be submitted 2 weeks prior to the event or activity.
- In cases where it is not possible to give two weeks notice, students must include an explanation of why the request could not be submitted by the specified time frame.
- Once the request has been submitted, the student will receive confirmation as to whether their request has been approved or denied.
- In general, all requests will be considered within 48 hours of submission.
- Students should not assume that their request has been approved without receiving confirmation from an Upward Bound administrator.
- If a student has not heard back from the program director or the academic coordinator after 48 hours, he/she is encouraged to contact them directly. **It is the responsibility of UB participants to make sure that the program director receives all requests to be excused.**
- **ONLY** the program director or the academic coordinator can excuse a UB student from a UB event.