

Upward Bound Programs  
Morehead State University

## Unable to Participate/Summer Absence Request

**Complete this form ONLY if your son/daughter WILL NOT be able to participate during the Summer Academy and mail back to the UB office**

Name: \_\_\_\_\_

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

School: \_\_\_\_\_

Grade: \_\_\_\_\_

Reason for Absence:

\_\_\_\_ No longer interested in program

\_\_\_\_ Study Abroad with Craft Academy

\_\_\_\_ Governor's Scholar Program

\_\_\_\_ Governor's School for the Arts

Other (specify): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Student Signature/Printed Name: \_\_\_\_\_

Parent Signature/Printed Name: \_\_\_\_\_

***Please attach any supporting documentation.***

***If requesting to be excused from the Summer Academy and continue participation in the fall this form must be received no later than May 15<sup>th</sup>.***

Date Received in UB Office: \_\_\_\_\_

- Excused Absence Stipend Eligible (EASE).
- Excused Absence Stipend Ineligible (EASI)
- NOT Excused** and student will need to write a letter requesting readmission into UB for the next academic year.
- Supporting documentation attached.

*Summer Academy Attendance Policy on reverse side*

## Summer Academy Attendance Policy

During the summer students are allowed to miss up to three class days. This policy may seem strict, but due to the limited instruction time during the summer program, students need to be present in order to receive the full benefit of participating in the UB program.

Students who need to miss more than three class days will need to submit an Excused Summer Absence form to request to be excused from the summer program. Students who wish to continue participating in the fall following the missed summer program **must submit the Excused Summer Absence form by May 15<sup>th</sup>**. Please note that completing the form does not guarantee your absence will be approved.

There are two types of excused absences for the summer:

### ***Excused Absence Stipend Eligible (EASE)***

A student must complete the Excused Summer Absence form and submit documentation that they will be participating in a UB approved educational program. Students in this category are eligible to receive stipend in the academic year following the missed summer.

Examples of UB approved educational programs are: Governor's Scholars Program, Governor's School for Entrepreneurship, Governor's School for the Arts, Professional Education Preparation Program, certain Robinson Scholar's programs, etc. If you have a question on whether or not the educational program you are participating in is an approved program, please speak with your UB counselor. If it is a program that UB staff are unfamiliar with they may ask for additional information about the program in order to make a determination.

If a student is alerted that they have been accepted into an approved educational program after the May 15<sup>th</sup> deadline, they can submit the form after May 15<sup>th</sup> but must provide proof that they received notification after the May 15<sup>th</sup> deadline.

### ***Excused Absence Stipend Ineligible (EASI)***

A student must complete the Excused Summer Absence form to explain why they will not be attending the summer program. Students in this category will not receive stipend during the academic year following their missed summer.

Students who will be participating in other camps (4-H, FHA, church camp, etc.), vacations, or have medical issues that will require them to miss more than three days fall into this category. EASI students do not begin earning stipend again until they attend the next summer program.

Once the Excused Summer Absence form is completed, UB staff will make a determination on whether or not the student is EASE or EASI. Once this decision is made, staff will then inform the student of their decision.

### **Unexcused Absences**

Students who do not submit an Excused Summer Absence form prior to May 15<sup>th</sup> and do not attend the summer program will be dismissed from the program. Students who are unexcused but wish to be readmitted in the fall can appeal this decision. In order to appeal the decision students must submit the UB Dismissal Appeal form and submit it no later than August 15<sup>th</sup>. Upward Bound staff will then make a decision on whether or not to repeal the dismissal. In addition, these students are ineligible for stipend during the academic year.

### **Continued Participation**

All students who are granted an excused absence or have their dismissal repealed must begin participating in Return Trips (after the missed summer) no later than October in order to remain in the program.