



Excused Absence Request

Please read the process on 'Class Attendance' found on the back of this form before completion. Complete this form, attach documentation, and return to the **Student Navigation 1 Stop Center:** navigation1stop@tnstate.edu located in 117 in the Floyd Payne Campus Center.

Supporting documentation MUST be attached

T Number: _____ Date: _____ Birth Date: _____

First Name _____ Last Name: _____

Cell #: _____ Email Address: _____

Date(s) of Absence: _____

___ This excused absence request authorizes TSU to verify the attached documentation.

Reason for Absence

___ Personal Illness ___ Military Orders ___ University Sponsored Activity
___ Accident ___ Maternity/Paternity ___ Religious Observation ___ Wedding
___ Death ___ Family Illness ___ Other (Explain Below) ___ Jury Duty

Include a brief explanation below:

Please note: If documentation is not legible, original copies will be required.

<u>CRN - Subject – Missed Course No.</u>	<u>Professor's First & Last Name</u>	<u>Date - Time – Day of Missed Course</u>
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_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Official Use Only

Approved: _____ Denied: _____ Date: _____

Comment: _____

PROCESS ON CLASS ATTENDANCE

Regular and punctual attendance of all courses taken for credit is an expectation of each student. Course requirements, including tests and examinations must be completed in order to secure maximum ratings consistent with student performance. Permission to take make-up examinations will be affected by irregular attendance.

EXCUSED ABSENCES FOR STUDENTS INVOLVED IN OFFICIAL UNIVERSITY TRAVEL

It is the university's process that students who are members of an official participants in a university activity requiring travel are to receive excused absences for classes missed during official university travel. These activities include band, athletics, choir, drama and forensics groups, and other registered student organizations whose travel has been approved by the appropriate Vice President of the sponsoring organization. Students should receive excused absences from classes on the dates indicated in the itinerary and be allowed to make up any missed examinations and assignments at the earliest possible time convenient to the faculty member and the student. Excused absences for official university travel do not count toward the university process on excessive absences.

STUDENT ABSENCES

Under Tennessee State University rules on student conduct, students are required to provide explanations and supporting documentation for tardiness and missed class sessions directly to the Student Navigation 1 Stop Center, located in the Floyd Payne Campus Center # 117 Kean side: navigation1stop@tnstate.edu.

PROCESS ON EXCESSIVE ABSENCES

Students are expected to attend class regularly and on time. Instructors will keep an accurate record of class attendance. "Excessive absence is defined as no less than one more than the number of times a class meets per week."