

PROCESS ON CLASS ATTENDANCE

Regular and punctual attendance of all courses taken for credit is expected 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 and 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/or justifications for tardiness and missed class sessions directly to the Offices of the Dean of Students.

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."