



STUDENT LIFE
and **ENROLLMENT**

EAST TENNESSEE STATE UNIVERSITY

Burgin E. Dossett Hall, Suite 302/303
(423) 439-4210

Class Absence Authorization for Student Participation in
University-Sponsored Activity

Participating Student's Name:

Approved Sponsored Activity:

Date (s) of Student Participation:

Specifications/Special Comments (if any):

Sponsor's Signature:

Instructions:

1. Sponsor obtains class absence form from the Division of Student Life and Enrollment Office (this form) before the scheduled activity.
2. Sponsor completes a form for each student and sends the forms to the appropriate professors.

Note: It is the responsibility of the sponsor of the activity and of the student involved to ensure that this form reaches the professor from whose class the student will be absent in advance of the absence.