



DIVISION *of*  
STUDENT AFFAIRS

EAST TENNESSEE STATE UNIVERSITY

**D.P. Culp University Center Room 352  
(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 Dean of Students Office 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.