



East Tennessee State University

Office of Student Affairs □ PO Box 70725 □ Johnson City, TN 37614 □ (423) 439-4210

Class Absence Authorization for Student Participation in a
University-Sponsored Activity

Date _____

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 Student Affairs 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.