



JOAN M. LAFLEUR
COLLEGE OF PHARMACY AND HEALTH SCIENCES
OFFICE OF STUDENT SERVICES
Policy for Dealing with Student Emergencies

CLASS ATTENDANCE: Students are expected to attend every class and take each examination when scheduled. Students are also expected to complete assignments by the date due. If a student needs an excused absence for illness or another emergency, the “Policy for Dealing with Student Emergencies” must be followed.

It is anticipated that a student will miss no more than one or two days at a time. As detailed in the Student Academic Handbook, a student who misses more than three consecutive classes must comply with the “Extended Leave from Class” and notify the Assistant Dean of Student Services (ADSS) and the Associate Dean for Academic Affairs (ADAA) in writing. The conditions for a student’s return will be determined by the ADAA.

MAKE-UP EXAMINATIONS: Make-up examinations are not scheduled and may be permitted only after securing approval from the course coordinator in conjunction with the department chair. Such approval will be granted only on the basis of extremely compelling justification. *A student who misses more than one exam in a given course must have written permission from the ADAA and/or the ADSS in order to make up the second exam.* The student should see Blackboard for the policy.

If you are requesting a make-up examination, you must clearly explain in writing how and/or why your non-academic emergency impacted your scheduled examination.

When a student wishes to take a make-up examination due to an emergency the following procedure must be addressed:

1. **Notification:** The student or a representative must contact the Office of Student Services (OSS) at **cophoss@tsu.edu** by 5:00 pm on the day of the scheduled examination, unless instructed otherwise in the course syllabus.
2. **Documentation:** Documentation (**reflecting the day of the emergency or illness**) must be received in the Office of Student Services (OSS) the day the student returns. Official documentation must include an official signature, phone, and fax number for verification, and be received on official stationery.
 - A. **Medical** (e.g., physical, or psychological emergencies): Type-written correspondence on office letterhead from a physician, psychologist, psychiatrist, or any licensed healthcare professional should be submitted as part of the documentation. The letter should include the dates the student was under the doctor's care, a statement of how the illness/condition interfered with the completion of coursework, and the name, title, and phone number of the office representative who can verify the authenticity of the letter. **Notes on prescription pads, appointment slips, and/or medical consultation forms are not acceptable in lieu of a doctor's letter.**
 - B. **Personal** (e.g., death in the family, family crisis, etc.): All family emergencies require official and/or notarized forms, documents, or correspondence from a state agency, governmental entity, or reputable business. For example, death of a close family relative requires a death certificate and/or obituary with the name/date of the publication.
3. **Verification:** Documentation will be verified by the Office of Student Services (OSS) before the student receives an excused absence **by the faculty coordinator**. The OSS **do not** excuse absences, just verify the information is from a valid source. **Students will send this form with the documentation to each faculty member affected by the absence via email and CC the OSS.**
4. **Personal Statement:** A written personal statement of the emergency detailing circumstances that prevented you from taking the scheduled examination. Complete the information on the next page. Attach additional sheets if more space is needed.

Texas Southern University
Joan M. Lafleur
College of Pharmacy and Health Sciences
Office of Student Services
Gray Hall Suite 134
3100 Cleburne St. Houston, TX 77004
713-313-6700

This is a fillable form; handwritten forms will not be accepted.

Student Name (Last, First): _____ T Number: _____

Mailing Address: _____

Phone Number: _____ TSU Email: _____ @student.tsu.edu

Current Major: _____ Classification: _____

Reason for Missing Class/Exam: _____

Medical or Personal Reason: _____ Date(s) Missed: _____

Course Info (*i.e. FS 102 Freshman Seminar*): _____ Professor: _____

Course Info (*i.e. FS 102 Freshman Seminar*): _____ Professor: _____

Course Info (*i.e. FS 102 Freshman Seminar*): _____ Professor: _____

Course Info (*i.e. FS 102 Freshman Seminar*): _____ Professor: _____

Course Info (*i.e. FS 102 Freshman Seminar*): _____ Professor: _____

Type of Documentation attached: _____

Personal statement (describe in detail the ***verifiable*** emergency circumstance(s) that prevented you from taking the scheduled examination):

Personal statement continued:

I certify that all the information on this form and attached to this form is true. Any false information provided is a violation of professionalism and will subject me to disciplinary actions including expulsion for the College.

Student Signature: _____ Date: _____

For Office Use Only

Received By: _____ Date Received: _____

Verified By: _____ Date Verified: _____