



COLLEGE OF PHARMACY AND HEALTH SCIENCES
OFFICE OF THE DEAN

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” (p. 22) 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 713-313-6700 or the dean’s office at 713-313-7380 by 5:00 pm on the day of the scheduled examination, unless instructed otherwise in the course syllabus.
2. **Documentation:** Documentation must be received in the Office of Student Services the day the student returns and must be documented for the day of the emergency or illness. Official documentation must include an official signature, phone and fax number for verification, and be received on official stationary.
3. **Verification:** Documentation will be verified by the Office of Student Services before the student receives an excused absence by the faculty coordinator.
4. **A written personal statement** of the emergency detailing circumstances that prevented you from taking the scheduled examination.
5. **Required supporting documentation:**
 - a. **Medical (e.g., physical or psychological emergencies):** Type-written correspondence on office letterhead from a physician, psychologist,



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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-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.

PLEASE PROVIDE YOUR INFORMATION:

NAME:		
First:	Last:	T#:
ADDRESS		
Street		
City	State:	Zip:
TELEPHONE NUMBERS		
HOME:	Work:	
Cell:	Fax:	
TSU EMAIL ADDRESS:		
SIGNATURE		



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State the reason for your request in detail (List faculty coordinator and courses enrolled)