



TEXAS SOUTHERN UNIVERSITY

**REQUEST FOR NON-ATTENDANCE
REINSTATEMENT**

Notes about the Non-Attendance Reinstatement Process

Reinstatement is a multi-step process:

- The student must complete the non-attendance reinstatement form.
- The student must forward the form and a proper valid identification to the instructor of each class from which they were dropped.
- The instructor reviews and signs the form, if appropriate.
- The instructor forwards a completed appropriate request to their Dean's Office.
- The Dean reviews and approves forms that meet all university requirements and forwards the form to registrar@tsu.edu
- The Registrar's Office reinstates forms that meet the steps outlined above.

Semester: Summer 2025

Student Information

First Name _____ Last Name _____ T Number T _____

Course Information

Course Subject _____ Course Number _____ CRN _____

To be completed by Instructor of Record:

Instructor's Name _____

Please report the student's pre-Census date of attendance _____

Required Approvals

Instructor's Signature _____ Date _____

Dean's Signature _____ Date _____

Registrar's Office

Completed Date _____ Signature _____