



Valid Excuses for Missed Tests or Examinations

There are too many varieties of legitimate excuses to list every possibility, but here are some of the most common ones and what is needed to ensure that the excuse is acceptable.

- **Participation in a University Sanctioned Event.** In this case, the supervisor of the event (team or organization for example) will provide you with a signed letter specifying the dates at which you need to be out of class in order to represent LSU in a particular event.
- **Medical Excuse.** Obtain a *signed* letter from your medical professional stating that you were *unable to take the examination on the specific date of the test for medical reasons*. It is not necessary to say what the reasons were. If you were hospitalized, a document showing the dates of your hospitalization would also suffice.
- **Unable to Reach Campus because of Transportation Shutdown.** In this case, bring documentation to show where you were stranded and on what date and for how long, making you unable to return to LSU as planned.
- **Religious Obligation** to be absent from school or work. Just let me know a little bit about the event.

If you are in my class and have questions about the potential validity of your reason for absence, ask as soon as possible so as to avoid confusion.

Sincerely,

Leonard F. Richardson
Herbert Huey McElveen Professor