

**Late Class Entry:  
Student and Teacher Agreement  
to Make Up Missed Work**

Student Name: \_\_\_\_\_

Banner ID: \_\_\_\_\_

Semester/Year: \_\_\_\_\_

Please read before registering for a class that has already met!

Dyersburg State Community College is very concerned about student success. Being absent during the first days of class will mean that important class work is missed. This missed class work may sometimes be completed by closely working with your instructor and completing missed assignments.

The purpose of this plan is to help students who want to enroll late in a class to be as successful as possible. Please read and sign this agreement:

According to Dyersburg State's attendance policy, which is stated in the catalog, the student is responsible for making up any missed work and for getting the information presented in the missed class. Based on my having been informed of this policy, I agree to make up the missed work in the following course: Course title \_\_\_\_\_, section number \_\_\_\_\_, which meets on these days and times: \_\_\_\_\_.

I understand that I may be required to attend tutoring for this course. If so, I will use the Student Success Center, Student Support Services or plans approved by my instructor. I agree to follow the instructions described below.

The instructor-approved plan is as follows:

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(To the student: Please return completed form to the Office of Records).

Records Use Only:

Received by: \_\_\_\_\_ Date: \_\_\_\_\_