

Tau Beta Pi

Appeal Form for Authorization of Absence

INSTRUCTIONS:

1. This form should be filled out in print or typewritten. It must be legible
2. Additional pages should be typewritten.
3. Submit this form before the scheduled event or no later than **5** working days afterward.
4. Forms must be delivered to the Tau Beta Pi office (Zachry 226). They may be delivered during office hours or slid under the door.
5. Please state your reasons for absence clearly. Acceptance of the appeal is not guaranteed, so be sure the reasons for absences are worthy.
6. Though seemingly harsh, this form is used so that an absence from an event will not necessarily prevent a candidate from admission into Tau Beta Pi.
7. The decision of the officers is final, so make your case strongly.
8. You will be contacted by phone or emailed for the results of the appeal.

Name (Last, First, MI)

Phone Number

Email Address

Event Missed

Date of Event

On an additional sheet or in the space below, state the reasons for absence. Include all pertinent information and/or documentation. Remember that you bear the burden of proof, so be clear and provide as much documentation as possible. Any information that may have relevance should be included as it may aid your appeal.

NAME: _____

EMAIL: _____