TA Leave Request

Return completed form to a Department Manager in CP-125.

Form last updated February 27, 2017.

College of Arts and Sciences
Department of Chemistry

Name:	
Course & Section:	
Phone:	
Email:	

Start Date	End Date	Reason(s) for Absence
		☐ Conference ☐ Personal
		☐ Conference ☐ Personal

While absent, I can be reached by phone at:

While absent, I can be reached by email at:

For all absences teaching assistants must provide a suitable substitute. The substitute must have his/her supervisor's approval.

Substitute's Name: **Phone:** **Email:**

Substitute's Signature & Date:

Please be specific regarding assignments that will be performed by the substitute (i.e. lab session, office hours, proctoring, grading):

Please provide the last date (semester and year) the substitute has been a TA for this course:

Student's Signature & Date:

Course/Lab Instructor Signature & Date:

Proctoring Coordinator Signature & Date:

Learning Center Dir. Signature & Date:

DGS Signature & Date:

Note: Not all travel requests will be approved. It is anticipated that only 10% of the body of Teaching Assistants for the class will be allowed this kind of absence per semester.