



# Application for Absence from Campus

**Department Policy:** During any academic term in which a graduate student is employed as a Teaching Assistant, Grader or as a Researcher, approval for an absence from campus must be obtained in advance of the leave. Unapproved absences may be subject to a loss of pay.

<b>NAME:</b>	
<b>First Day of Proposed Leave:</b>	<b>Last Day of Proposed Leave:</b>
<b>Reason for Absence:</b>	
<b>Signature of Student:</b>	<b>Date:</b>
<b>Signature of Supervisor:</b>	<b>Date:</b>
<b>Signature of Research Supervisor:</b> (if different from supervisor and if you are working as a Graduate Assistant providing research duties during the period of absence)	<b>Date:</b>

List all courses for which you have Graduate Assistant Teaching/Grading responsibilities during your proposed period of absence. Indicate the arrangements you have made to cover your absence for each course. Each instructor must sign to indicate their approval before this form can be approved by the Graduate Program Director.

Course:	Day/Time:	Graduate Assistant Duties: <i>(Teaching Assistant, Grader, Exam Invigilator)</i>	Instructor:
1.			
<b>Arrangements to cover absence:</b>			
<b>Approval of Instructor:</b>			
2.			
<b>Arrangements to cover absence:</b>			
<b>Approval of Instructor:</b>			
3.			
<b>Arrangements to cover absence:</b>			
<b>Approval of Instructor:</b>			

<b>Approval of Graduate Program Director:</b>	<b>Date:</b>
---	--------------