

School of Arts and Humanities

Request for Faculty Planned Absence / Course Coverage

Faculty members should complete this form when they know in advance that they will be missing classes for any reason besides those that are related to medical or other emergencies. Please submit this form to the department chair one week prior to the planned absence.

Because I will be unable to meet with my scheduled class, I am requesting approval for alternative course coverage for my students:

Date(s) of planned absence _____

Reason for absence _____

Course(s) affected _____

Identify a substitute instructor or alternate course activity for each missed class:

Students will be notified:

In class via Blackboard via e-mail Other _____

Faculty Member requesting alternative course coverage

(Signature) _____

(Print last name) _____

Date _____

Department _____

Chair's Approval (Signature) _____

Date _____

The Department should send a copy of the approved request to SAH Associate Dean (ROCK 222)