

TYLER SCHOOL OF ART

FACULTY ABSENCE FROM CLASS

This form must be used to request or to report any absence from class for personal or professional reasons. (Use Form R101 for travel related absence from class.) This form should be processed at least two weeks in advance of the date at issue.

Note: In the case of a class or classes missed because of illness or an emergency, this form must be filed ASAP so that the Chair can address any student questions, complaints, or issues that may arise due to missed classes.

Date:

Name

Department/Program

Absent From

To

Purpose or Reason for Absence:

Class or Classes affected by absence:

How will work be made up? In the case of a request to be absent, how will course/courses be covered during this time?

APPROVED:

Chair

