

NOTICE OF ABSENCE FORM  
College of Arts and Sciences

Please complete this form and send it to the Dean's office whenever your absence from the campus causes you to miss scheduled classes or other obligatory activities.

To: Dean, College of Arts and Sciences

From: \_\_\_\_\_

Department: \_\_\_\_\_

I will be absent from the campus on the following dates:

\_\_\_\_\_ through \_\_\_\_\_

Whom to call in my absence: \_\_\_\_\_

The reason for this absence is:

☐ Personal business

☐ University business

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If absent on University business, please indicate purpose of travel:

\_\_\_\_\_  
\_\_\_\_\_

Travel on University business approved:

(signed) \_\_\_\_\_  
Department Chairperson