

## TA Request for Leave that Involves Missed Teaching Duties

*This completed form should be completed by the student, approved by the appropriate Lab Coordinator/Instructor and Department Chair, and submitted to the Department's Business Coordinator before any travel. Failure to do so could result in the loss of the student's Teaching Assistantship.*

To be filled out by graduate student:

Student Name: \_\_\_\_\_

NDSU ID: \_\_\_\_\_

Program:  Chemistry  Biochemistry

Course covered by TA: \_\_\_\_\_

Dates of requested absence: \_\_\_\_\_

Reason for absence: \_\_\_\_\_

Explanation of how missed TA duties will be covered during absence:

Approvals:

Lab Coordinator/Instructor:

Faculty signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed name and title: \_\_\_\_\_

Department Chair:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_