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:

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Approvals:

Lab Coordinator/Instructor:

Faculty signature: ________________________________ Date: ____________

Printed name and title: ________________________________

Department Chair:

Signature: ________________________________ Date: ____________