

Building 232—PHONE: 893-5675

<http://www.chem.ucsb.edu>

College of Letters and Science

University of California, Santa Barbara

TA Absence Approval Request Form

Teaching Assistants who will miss lab for any reason during the quarter must submit an Absence Approval Request Form with the appropriate approvals to the Staff Graduate Program Advisor at least one week prior to the start of the quarter. All TAs must be present on the first day of instruction, regardless of scheduled teaching times. Prospective TAs who will miss more than one week during the quarter will be ineligible for a position. Substitute TAs must have prior experience teaching the course and must be approved by the instructor in charge of the course.

TA Information

Name: _____ Cell Phone: _____

Date(s) of Absence(s): _____

Reason/Justification for Absence:

Teaching Assistant Signature: _____ Date: _____

I have discussed my plans with another TA who is willing to substitute for me: ___ Yes ___ No
 If yes, please list substitute TA information below:

Name: _____ Cell Phone: _____

Faculty Advisor

I understand that the student listed above will be absent for a portion of the quarter and believe that he/she will still be able to successfully fulfill all responsibilities as a teaching assistant.

Print Name: _____ Signature: _____ Date: _____

Instructor In Charge

The Above request is: ___ Approved ___ Approved with Conditions (list below) ___ Denied

Print Name: _____ Signature: _____ Date: _____

Comments/Conditions of Approval: