Mathematics GTA request for absence from teaching duties

As a GTA, you are responsible for your class! If you know that you will miss any scheduled class periods, office hours, exams, or grading of exams you must obtain prior approval from your Course Coordinator and the Graduate Director at least one week before the absence, earlier is desirable. In the event that a request is denied, appeals will be handled by the department chair. The student may request his/her adviser to officially take part in the appeal process.

In the event of illness or other emergency, the front office staff can coordinate finding a sub for you. Please contact them at (970) 491-1303 or (970) 491-7925 as early as possible!

GTA Name: _____ Date: _____

Class/Section assigned: _____

Dates of requested absence: _____

Reason for absence:

Details of coverage for absence:

Day & Date	Class, OH, Exam	Time	Room	Substitute	Instructions

Special Instructions provided for substitute(s):

_____ _____

Graduate Director Course Coordinator