

**FACULTY ABSENCE FORM**

**TO: Michele Hawkins, Chair, & Rosalyn Carter, Dean**

**FROM:**

**DATE:**

**RE: Absence**

.....  
**I will be absent from campus for the following purpose:**

**Departure Date / Time:**

**Destination:**

**Return Date / Time:**

**Person responsible for conducting missed classes is:**

**No classes will be missed \_\_\_\_\_**

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

\_\_\_\_\_  
**Date**

**Approved: \_\_\_\_\_**

**Chair**

\_\_\_\_\_  
**Date**

**Approved: \_\_\_\_\_**

**Dean**

\_\_\_\_\_  
**Date**