 **West Virginia University**

**Eberly College of Arts and Sciences**

**C. Eugene Bennett Department of Chemistry**

**Teaching Assistant Absence Form**

**As a reminder, it is the responsibility of the Teaching Assistant to arrange a substitute TA when planning to be unable to fulfill the assigned teaching obligations**. **Complete one form for each lab section that will be affected by the planned absence. Submit the completed form to the faculty member in charge of the laboratory course and the Prep Room at least two weeks before the planned absence.**

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

Date(s) of absence from department:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Course number:\_\_\_\_\_\_\_\_\_\_\_\_ Day/Time:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty in charge of lab course:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The reason for this request is:

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| --- |
|  |

Name, email, and phone number of the TA substitute for the laboratory assignment:

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**Signatures:**

**Student Date**

**Faculty Date**

**Substitute TA Date**

**Prep Room Date**