

COLLEGE OF ENGINEERING
REPORT OF ABSENCE BY INSTRUCTOR FROM SCHEDULED TEACHING

Department of: Industrial Engineering

Any absence by an instructor from scheduled teaching is to be reported on this form to the department Chair one week prior to absence in the case of a scheduled absence, and within one week after an unscheduled absence.

Name: _____

The above named instructor was unable to meet the following class(es) or laboratory(ies):

Course Number/Section	Scheduled Time/Date	Indicate who substituted for instructor or if class was cancelled

The instructor was unable to meet the above class(es) or laboratory(ies) because:

How was (will the) scheduled instruction (be) made up?

Signature of Instructor
(or Chair if Instructor is unavailable)

Date form received in Department: _____