

# Department of Hydrology & Atmospheric Sciences

## Class Cover Form



Please report coverage of all your classes, recitations, labs, etc., covering the time you will be away from the University. This form must be submitted to the Department Head's office for absence.

<b>Date of Form Submission:</b>	
<b>Name of Instructor:</b>	
<b>Reason for Absence:</b>	
<b>Date(s) of Absence:</b>	
<b>Travel Authorization # If on UA Business:</b>	

Course No:	Date	Time	Course Covered By *

Special Instructions / Assignments to be completed: If you have made an assignment to your classes that does not require their attendance during your absence, please indicate that.

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<b>Signature of Instructor:</b> 
<b>Signature of Department Head:</b> 

\* If your classes will be taught by another faculty member, please give his or her name. If the person is not faculty, indicate the faculty member who will be responsible.