

**Appendix I: Shepherd University Faculty Absence Form
Class Arrangements for Faculty Absences and Faculty Leave Report**

For faculty absences from class/instructional duties, complete the form and submit it electronically to your department chair/director with a copy to the dean. These are to be submitted in advance of a planned absence and after you return for an unplanned one.

Name: _____ **Date Submitted:** _____

Reason for cancellation, rescheduling, or absence:

Course	Date of Class	Arrangements
--------	---------------	--------------

Signatures:
Instructor: _____ **Date:** _____

Department Chair: _____ **Date:** _____
/Director

Dean: _____ **Date:** _____