

Physics Graduate Student Absence Request

Michigan Technological University

Please complete form, receive your advisor's signature, lab coordinator's signature (only if you are a GTA), then submit the signed form to the Physics Department.

If you are traveling internationally, please also complete the University's International Travel Request form.

Name:

Today's Date:

Cell phone number:

Email:

Date and time leaving:

Date and time returning:

Absence type (check all that apply): Academic/University related Personal

What is the purpose of your academic/university related absence?

For example: 1. Attending and presenting at APS/MRS conferences. 2. Performing research at National Labs, e.g. Oak Ridge, Argonne.

Source of funds/index number (if academic/university related):

(Ask your advisor for this)

Are you a GTA? Yes No

Teaching responsibility has been delegated to:

Class, day/time	Temporary replacement	Signature

.....
For advisor/lab coordinator use only:

I approve this request (sign below)

Academic/Research Advisor Signature

Lab Coordinator (GTAs only) Signature

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_____ Received and processed by Physics Department office staff