



Lake Sumter  
State College

## COURSE COVERAGE ARRANGEMENTS DURING FACULTY ABSENCE

This form must be completed and submitted to the dean's office when an absence from teaching schedule is necessary for personal or professional leave. Complete and attach to the appropriate travel and/or leave form.

Instructor: \_\_\_\_\_ Date: \_\_\_\_\_

Period of leave (date and time): \_\_\_\_\_ to \_\_\_\_\_

Reason and location of faculty absence:

The following arrangements have been made for course coverage during this absence.

Days	Time	Course	Room Location	Coverage Arrangements