

National Chengchi University College of Science

Meeting Leave of Absence Form

I am unable to attend the meeting(s) listed below due to:

- Traveling Abroad
- Official Business
- Conflict with another Meeting
- Teaching Class
- Other (Reason): _____

Meeting Information:

- The [] College Affairs Meeting
- The [] College Faculty Evaluation Committee Meeting
- The [] College Curriculum Committee Meeting
- Other: _____ Meeting

To: The College of Science

Unit: _____

Applicant: _____ (Signature)

Date: [Year] / [Month] / [Day]

Note:

Please deliver this form to the College Office via campus mail or fax (Fax: 02-29360360) at least three days before the scheduled meeting. Thank you!