

BRANDEIS UNIVERSITY
Waltham MA 02454-9110

MEMORANDUM

TO:, Chair, Department of

FROM:

DATE:

SUBJECT: **Absence from Campus**

I request permission to be away from campus from (date)
to (date) for the purpose of

My teaching and departmental obligations will be met as follows:

I approve this request:

.....
Department Chair

.....
Dean of Arts and Sciences