

Research Leave Request Checklist

Name: _____

Associate Dean: _____

Department: _____

Semester/Year:

Fall _____ Spring _____ Yr. _____

Terms: _____

JRF RET 1 course 2 courses

Requirements:

_____ 1. Received in Dean's Office by February 1st deadline (for the subsequent academic year).

_____ 2. Statement outlining the programs to be followed while on leave.

_____ 3. Chair's supporting letter; rank order: _____ of _____ total dept leave requests

_____ 4. Current Vita included.

To be complete by the Dean's Office

Assoc. Dean's Approval: _____