

Agreement: The applicant requests a course off to enhance their research or teaching. If the former, a participant must provide a completed research project using that new skill within one academic calendar year of the completion of the leave program. If the later, a participant must demonstrate how the new skill has been integrated into their teaching within the same time frame. If the relevant condition is not met, the participant will owe the course back to his/her department. Participants are expected to attend class, do all reading and homework, and take the exams.

Signatures:

Applicant's Signature

Date

Department Chair*

Date

Course Instructor

Date

*Note that no replacement teaching costs will be provided with this leave unless subject to an extraordinary request. Such a request for replacement teaching funding must accompany this application.