

Important Note: In addition to the required approval signatures, applications must be accompanied by a letter of support from the Head or Director. This letter should indicate that the proposed zero-term teaching semester is consistent with departmental expectations and needs in the areas of teaching and service, and it should detail whatever arrangements are made to ensure that student research supervision and service commitments are met.

Request Approved:

_____	_____
Faculty Member Requesting Leave	Date

_____	_____
Head of Department	Date

_____	_____
Dean of the College	Date