



### **Changing an approved Sabbatical or Academic Leave Request**

An approved sabbatical or academic leave may be amended either to delay or to request a longer or shorter leave. For any of these amendments, follow these steps:

1. The faculty member sends to the Chair:
  - a. a brief statement explaining the request for the change
  - b. a copy of the approved request form with the word “REVISED” printed in red ink in the upper right-hand corner. Also in red, the faculty member enters the new dates requested above the originals, initials next to the change.
2. Chair adds initials and date next to the revised date acknowledging approval and sends the revised form, together with the statement, to both the Senior Associate Dean and Karen Roberts.
3. Once approved by the Senior Associate Dean, Karen sends everything to the Provost's Office, which makes all necessary adjustments on their end.

NOTE: the Provost may not issue a new letter once these changes are made.

If the leave request is cancelled for the indefinite future, then the form should be sent back with “REQUEST CANCELLED” written in red ink diagonally across the form, along with a brief statement from the faculty member explaining the reason for cancellation.

Questions? Contact Karen Roberts at [kgard11@unm.edu](mailto:kgard11@unm.edu)