

CENTRAL FELLOW PETITION FOR A LEAVE OF ABSENCE REQUEST FOR CHANGE IN FELLOWSHIP SCHEDULE

For more information, please read the Leave of Absence section of Graduate Division's website

A central fellow who needs to take a leave of absence may request a change to their fellowship distribution schedule.

All fellowship schedule adjustment requests are considered on an exception basis and are not automatically granted as part of a leave of absence. Submission of this completed and signed form is required as part of the [Leave of Absence Petition](#).

Name _____ Perm # _____ Dept _____

- Check here if you would like your leave of absence processed whether or not the fellowship schedule change request is approved

Student's statement requesting change in fellowship schedule should include:

- 1) *The specific change to your fellowship distribution schedule*
- 2) *Why the change is being requested*
- 3) *What value the altered fellowship payout schedule will have on your program*

Student's signature: _____ **Date:** _____

Student's Dept. Chair or Graduate Faculty Advisor – I support this request for change in fellowship schedule:

Dept. Chair/Graduate Faculty Advisor–Type or Print Dept. Chair/Graduate Faculty Advisor Signature Date

Department Chair or Faculty Graduate Advisor, please provide a statement that:

- 1) *indicates department support of student's request for the change*
- 2) *approves any Department's corresponding financial support responsibility that will be moved by the change to the fellowship schedule*

Dept.Chair/ Graduate Faculty Advisor –Type or Print Name Dept.Chair/Graduate Advisor Signature Date