



- I. Statement of Purpose: Follow instructions as indicated on reverse side of form.
- II. Information Required: Be precise. List exact information as obtained from the official college or university catalog or announcement
- A. Enter the month and day of your enrollment, e.g., Sept. 20 – Jan. 18
 - B. List complete course number as listed in official catalog. Be sure to include department name and all course numbers and/or letters
 - C. Because of the difficulty in scheduling classes prior to registration, you may wish to list several courses, from which you will select classes sufficient to meet the minimum study requirements of 8 semester units or 12 quarter units for each semester of leave.

FIRST HALF YEAR OF LEAVE

Enrollment Dates FROM TO	Institution	Course Numbers	Course Title	Units SEM QTR	

I Plan to complete _____ semester units and/or _____ quarter units for the first half.

SECOND HALF YEAR OF LEAVE

Enrollment Dates FROM TO	Institution	Course Numbers	Course Title	Units SEM	QTR

I Plan to complete _____ semester units and/or _____ quarter units for the second half.

Any change in these plans requires prior approval.

Signature of Applicant

Date

Retraining & Study Leave Committee

Date

THIS SIDE MUST BE COMPLETED BY APPLICANTS FOR A RETRAINING AND STUDY LEAVE

Applicants are requested to provide a statement which will clarify their proposal and which will provide the committee with sufficient information to evaluate the request.

It is suggested that the applicants include such points as: educational objectives, relation of the program to their duties described in the employee's job description of related classification, contribution to professional growth and possible application to their position. If the proposal deviates from any of the established criteria, the applicant should carefully indicate the reasons which would justify an exception being made.

(USE SPACE PROVIDED BELOW)
