

CENTRAL FELLOW Petitioning for a LEAVE OF ABSENCE REQUEST FOR CHANGE IN FELLOWSHIP SCHEDULE

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A central fellow who needs to take a leave of absence may request a change to his/her 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 _____

Leave of Absence request is for: Medical Parenting Family Emergency Military

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 Committee Chair or Research Advisor – I support this request for change in fellowship schedule:

Committee Chair or Research Advisor–Type or Print Committee Chair/Research Advisor Signature Date

Department Graduate Advisor (not the student's personal faculty advisor), please provide a statement that:

- 1) *indicates department support of student's request for the change*
- 2) *approves aspect of Department's support that will be affected by the change to the fellowship schedule*

Dept. Graduate Advisor –Type or Print Name Dept. Graduate Advisor Signature Date