Checklist for Sabbatical Leave Reports

✔	**Sabbatical Leave Final Report:**
	For all projects
	Includes a copy of your approved application (original or revised) with signatures of approval from Dept. Chair, Dean, SLC Co-Chairs, and President
	Includes a "Request for Approval" form with signatures from Dept. Chair and Division Dean
	Matches what is stated in the approved application (all of deliverables stated in Part V: Final Report appear in the report)
	Is free of grammatical errors and typos
	Is professionally bound (3-ring folder, comb or spiral bound, or as appropriate for the project) There is no contractual definition for how the report should be presented. However, please consider that as reports are housed in the Palomar College Library for public viewing, the report must be held together in a sturdy format.
	Includes an appropriate Cover sheet or label with name, department, and term of leave
	Suggestion: include dividers or tabs to easily identify sections, especially for larger reports
	Provides a storage device, such as USB or CD, for electronic resources (videos, PowerPoints, etc.), if applicable
	For textbook revision projects
	Includes both original/old version and the newly revised copy
	Does your project include *any* coursework?
	Required: Official transcripts of coursework completed

✔	**Request for Extension:**
	Includes reason for request
	Expected date of completion
	Includes a copy of your approved application (original or revised) with signatures of approval from Dept. Chair, Dean, SLC Co-Chairs, and President
	Includes report to the extent of completion, and brief documentation of sabbatical leave objectives or transcripts, etc.

Proposed Draft: 4.17.18