

Checklist for Sabbatical Leave Reports

All content except for official transcripts must be provided electronically.

	Sabbatical Leave Final Report:
	All projects must:
	Include a copy of your approved application (original or revised) with the approval history detailed for the Sabbatical Leave Committee and the Governing Board. A pdf of your approved application will be emailed to you towards the end of your leave.
	Include a "Request for Approval" form with signatures from Dept. Chair and Division Dean. Retrieve this document from the Sabbatical Leave web site.
	Include all the deliverables as stated in Part V: Final Report.
	Be free of grammatical errors and typos.
	Contain thoughtfully titled and organized folders. There is no contractual definition for how the report should be presented. However, reports will be housed in the Palomar College Library for public viewing and must be intuitive to follow and read.
	Include an appropriate cover sheet or label with name, department, and term of leave
	Recommendation: Place the complete report in a shared instance where the committee can access and download the data.
	For textbook revision projects
	Include both the original version and the newly revised version as deliverables.
	Does your project include <i>any</i> coursework?
	Required: Official transcripts of coursework completed.

	Request an Extension for Good Cause (Not to exceed 60 days):
	Include the reason as to why an extension is necessary.
	Include the expected date of completion.
	Include a copy of your approved application (original or revised) with the approval history detailed for the Sabbatical Leave Committee and the Governing Board.
	Include a status report towards completion and documentation of sabbatical leave objectives completed, and/or transcripts, etc.