



REQUEST FOR EXTENSION OF PROBATIONARY PERIOD

Except in extenuating circumstances, the "Request for Extension" form must be submitted no later than 30 days prior to the deadline for submission of the full RTP package to the departmental RTP Committee/Chair.

Name _____ CWID _____

College _____ School/Department _____

Dates of your initial probationary period _____

Details of any previously approved changes in your probationary period _____

Date of revised penultimate year _____

Please check the appropriate box below and attach documentation of the relevant events or circumstances, including a statement outlining the reasons for your request. Faculty wanting to appeal a denial of extension should follow the normal Grievance procedures.

- Military Deployment (Military Leave)
- Family and Medical Leave (FMLA)
- Voluntarily teaching additional course(s) in the 2025-2026 academic year (documented below)

Course Name	Course Number	# of Students Enrolled in Course
Faculty Workload <i>(to be filled out by chair/director)</i>	2024-2025	2025-2026

- Other Extraordinary Life Circumstances

In addition to the attached documentation, include a brief statement outlining the reason (s) for your request

SIGNATURES

Please attach additional comments/documentation as necessary. In the case of denial, the Unit Head and Dean must include written justification.

Faculty Member

Date

Approve Deny

Unit Head (Dept/Division/School)

Date

Approve Deny

Dean

Date

Approve Deny

Provost and Senior Vice President for Academic Affairs

Date