

**LOS ANGELES COMMUNITY COLLEGE DISTRICT
Human Resources Division**

STUDY PLAN-SABBATICAL

- I. STATEMENT OF PURPOSE: Prepare as directed on the reverse side of this 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 5 semester units or 8 quarter units for each semester of leave. (The minimum unit requirement for administrators is 8 semester units or 12 quarter units per half-year of leave).

FIRST SEMESTER OF LEAVE

ENROLLMENT DATES		INSTITUTION	COURSE NUMBERS	COURSE TITLE	UNITS	
FROM	TO				SEM	QTR

I PLAN TO COMPLETE ____ SEMESTER UNITS AND/OR ____ QUARTER UNITS FOR THE FIRST SEMESTER.

Complete only if taking courses consecutively. If taking a split sabbatical, another form should be completed at that time.

SECOND SEMESTER OF LEAVE

ENROLLMENT DATES		INSTITUTION	COURSE NUMBERS	COURSE TITLE	UNITS	
FROM	TO				SEM	QTR

I PLAN TO COMPLETE ____ SEMESTER UNITS AND/OR ____ QUARTER UNITS FOR THE SECOND SEMESTER.

Any change in these plans requires prior approval.

COMMITTEE APPROVAL:

Sabbatical Leave Committee

Date

Signature of Applicant

Date

