



Colorado State University

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**COLLEGE OF NATURAL SCIENCES**

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Fort Collins, Colorado 80523-1801  
www.natsci.colostate.edu

Date:

TO: [name of department chair]

FROM: [name of faculty member]

RE: Sabbatical revision request

(The body of the memo is used to describe the rationale for changing aspects of the previously approved sabbatical)

Approved:

[Name of chair]  
Department of \_\_\_\_\_

Jacob L. Roberts, PhD  
Interim Dean, College of Natural Sciences