**Relinquishing the COVID Extension**

**How do I withdraw my confirmation of the one-year extension of the probationary period due to COVID-19?**

Email requests to withdraw confirmation of the one-year extension to the Office of the Vice Provost for Faculty Affairs at vpfa@psu.edu by April 1 of the penultimate year of the probationary period. Academic unit leaders will be notified once you withdraw your acceptance of the extension. It is strongly recommended that you notify your academic unit leader (e.g., department head/school director/chief academic officer/director of academic affairs) that you are submitting a request to withdraw the confirmation as candidates may only request to relinquish the extension of the probationary period ONCE.