Memorandum

TO:   Employees Requesting Tuition Remission in Excess of 6 Credit Hours
FROM: Karen L. Goodwin, Asst. VP, Business and Financial Affairs
DATE: October 2, 2017
RE:   VP Approval Process

The University requires a Vice President-level approval for tuition remission in excess of 6 credit hours. This memo defines the process for the Provostal areas.

The Provost requires a letter from the employee’s immediate supervisor acknowledging and approving the request to take more than 6 credit hours of coursework, indicating that the request will not impact the employee’s work production. The letter will also require the approval and signature from the appropriate Department Head and Dean. The letter must also contain information identifying the “...clearly defined degree program...” in which the employee is enrolled.

In addition, this form must be completed and returned with the letter and application. All requests (the form and approval letter) are to be sent to my attention at ML 0635.

If you have any questions, please give me a call at 556-5039.

Employee Name: ________________________________

Program of Study: ____________________________________________

College of Employment: ________________________________

For Faculty Only:

Will you be taking coursework in your home college: YES NO

If so, attach your college’s approval conflict of interest plan.

Teaching Responsibilities for this term: ____________________________________________