Memorandum

TO: Employees Requesting Tuition Remission in Excess of 6 Credit Hours
FROM: Karen Losekamp, Asst. VP, Business and Financial Affairs
DATE: January 1, 2014
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. I will present them for consideration to Dr. Davenport or her designees.

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: ________________________________