REQUEST FOR EXCEPTION TO THE STAFF CREDIT HOUR LIMIT

Executive Memorandum C-7 states: With approval of the employing department head, eligible staff may enroll for seven credit hours per semester and four credit hours during the Summer period. Exceptions to the seven and four credit hour limitations must be approved in advance by the employing department head and the Vice President for Business Services and Assistant Treasurer at the West Lafayette Campus, or the Chief Financial Officers at the Regional Campuses or their designees.

Please Print Clearly

Staff member for whom exception is being requested:

Name:_____ Student ID Number:_____

Campus address: _____ Campus telephone: _____

Credit hours to be taken: _____ For which semester: _____

Staff member employed: _____% FTE In the department of: _____

Staff classification code: _____

Please explain the rationale for requesting an exception.

_____

Please explain any changes being made to the employee's normal work schedule to accommodate the requested course load.

_____

The individual's immediate supervisor supports this request for an exception to Executive Memorandum C-7, and certifies that employment in these courses will not negatively impact the employee's work performance.

_____ _____

Supervisor's Signature Date Department Head Signature Date

SUBMIT COMPLETED FORM TO THE VICE CHANCELLOR FOR FINANCIAL AFFAIRS, KETTLER HALL (FOR FINAL APPROVAL).

Approved _____ _____

Date W. J. Branson, Vice Chancellor for Financial Affairs

APPROVED COPY TO: Bursar's Office