



REQUEST FOR APPROVAL OF TEACHING AND/OR TAKING CLASSES

Employee Name: _____ Date: _____

Department: _____ Semester/Year: _____

TEACHING COURSES:

List the title, credit hours, and meeting time of each course you are requesting to teach this semester.

Table with 3 columns: Course Title, Credit Hours, Days/Times. Includes three rows of blank lines for entry.

TAKING COURSES:

List the title, credit hours, and meeting time of each course you are requesting to take this semester.

Table with 3 columns: Course Title, Credit Hours, Days/Times. Includes three rows of blank lines for entry.

If scheduled during the normal work day, I will make up time missed in the following way:

Be specific, giving days/times that hours will be made up.

Two horizontal lines for providing details on how time will be made up.

What other compensated activities are you involved with that might take time away from your job?

Two horizontal lines for listing other compensated activities.

I certify that the above information is accurate, and that the above request will not in any way interfere with my full-time duties and responsibilities at Jefferson College. I understand that any deviation from the above request must be approved by my supervisor.

Employee Signature: _____ Date: _____

Request Approved Request Denied

Supervisor Signature: _____ Date: _____

Dean Signature: _____ Date: _____