

VINCENNES UNIVERSITY
APPROVAL TO TAKE COURSEWORK DURING WORKING HOURS
(Must be completed each semester coursework is taken during working hours)

Printed Name: _____

VU Position: _____ Support Staff _____ Professional Staff _____ Faculty _____

Assigned work schedule:
(Example: 8-4:30) _____

Semester scheduled to take course(s): _____ Institution where classes are being taken: _____
(Example: 201310) _____

Course, Section and CRN: _____

Class days and begin/end time: _____

Please check the boxes that are applicable regarding your tuition reimbursement request:

- ☐ I am taking this course in order to meet requirements for my current position.
- ☐ I am taking this course for the enhancement of my educational qualifications for personal reasons.
- ☐ I am taking this course as part of my assigned duties as requested by my supervisor.
- ☐ I am taking this course in addition to my assigned duties and outside of normal duty hours.
- ☐ I am teaching this course in addition to my assigned duties and have adjusted my normal duty hours as follows:

Revised work hours:

(This is required for those who have adjusted regularly scheduled work hours in order to take coursework.)

Staff Signature

Date

Staff Supervisor

Date

Provost

Date

After all signatures have been obtained, please forward to the Provost's Office.
(Please print on pink paper - a copy will be sent to you after the Provost has signed the form)