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):
(Example: 201310)_____

Institution where classes are being taken:
_____

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)