

PURDUE UNIVERSITY FORT WAYNE

REQUEST FOR EXCEPTION TO THE STAFF CREDIT HOUR LIMIT

Tuition for Employees and Dependents Registered as Students (II.D.3) states: With the 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.

Staff member for whom exception is being requested: _____

PUID: _____

Campus Address: _____

Campus Telephone: _____

Credit Hours to be taken: _____

For which Semester: _____

Staff member employed: _____ % FTE

In the Department of: _____

Please explain the rationale for requesting an exception:

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

The individual's immediate supervisor supports this request for an exception and certifies that enrollment in these courses will not negatively impact the employee's work performance.

Supervisor's Signature Date

Department Head Signature Date

APPROVED COPIES TO:

Bursar Office - Kettler Hall