



# Coursework Request Form

Eligibility guidelines found in AgCenter PS-25.

**Semester Attending:**

- Spring \_\_\_\_\_
- Summer \_\_\_\_\_
- Fall \_\_\_\_\_

- Original Request
- Revised Request

**Type of Request:** (Please select all that apply)  Tuition Exemption  Time off for coursework  
 Non Resident Fee Exemption

**LSU System School Applicant is Attending:** \_\_\_\_\_

**APPLICANT INFORMATION**

Applicant Name \_\_\_\_\_

Job Title \_\_\_\_\_ Unit \_\_\_\_\_

Do you hold a baccalaureate or graduate degree?  Yes  No

Specify the degree you are now working toward:  None  Baccalaureate  Masters  Ph.D.  Other

Discipline of Study \_\_\_\_\_ Are the courses requested required for your degree?  Yes  No

**COURSE REQUEST INFORMATION**

*Please list below the college credit course(s) for which you are requesting exemption. Please note: You must file a new request form if it becomes necessary to register for courses different from those listed below, and justification may be required.*

<u>Department</u>	<u>Course #</u>	<u>Credit Hr(s)</u>	<u>Class Time &amp; Days</u>	<u>Course Title / Description</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Will this coursework request necessitate more than 3 hours per week absence during your regular work schedule?  Yes  No

If yes, please indicate below that you will take leave with or without pay and/or specify an alternate work schedule and/or otherwise explain how you will make up the absence above 3 hours per week. (NOTE: Only with special justification will approval be granted to take more than one course during work hours, if the additional course causes more than 3 hours absence from work per week).

By signing this request, I attest that I am in compliance with all eligibility requirements. If it is determined after registration that I have not complied with the requirements set forth in AgCenter PS-25, I understand that I will be required to drop the course(s) or pay the required tuition and fees. I hereby give permission to release my final exam grade and/or course grade for the course(s) listed above to administrative personnel. I understand that I am only allowed 3 hours of absence from work per week and I will either make up or take leave without pay for any additional absences.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

**RECOMMENDATION**

**Recommendation certifies that the course is job-related, as defined by AgCenter PS-25.**

Immediate Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Unit Head \_\_\_\_\_ Date \_\_\_\_\_

Forward to the AgCenter Human Resource Management Office for eligibility requirement review and final approval.

HRM Eligibility Certification:  Service  % Effort  Title  Course(s) Initials \_\_\_\_\_ Date \_\_\_\_\_

Eligibility Requirements: An applicant must meet all criteria below in order to qualify for tuition exemption (limited to 6 hours per semester; 3 for the summer term). See AgCenter PS-25 for details. (1) You must have been employed (in eligible status) at least one year by the beginning of the semester for which coursework is requested. (2) You must be a full-time nonacademic or other academic employee (faculty and faculty equivalent ranks are excluded). (3) The college credit course(s) must be job related and approved by your immediate supervisor and department head. (4) Only three hours per week of coursework may be taken during work time without charge to leave or making up the time. (5) Continued participation in this tuition and fee exemption program is based on satisfactory academic progress.

NOTE: This form does not replace the regular registration process.

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