MORGAN STATE UNIVERSITY Office of Human Resources

Tuition Waiver Policy Approval for Work-Schedule Adjustment

(Request to Attend Classes during Normal Working Hours)

Course Number	Course Title	Day(s)	Time	No. of Credits
	_			
			Total Credits	
EXPLANATION:				
Requestor: Employee:			Date:	
Approved: Supervisor:			Date:	
Approved: Deen/Dent Head/Director			Date	

Instructions:

Approved:

Vice President:

Employees, who enroll in classes during the duty day, other than during the normal lunch period, must secure the approval of the Supervisor, Dean/Department Head/Director, and the area Vice President. All approved work-schedule adjustments must be documented accurately on the employee's Time Sheet.

Date:

No. of