

# 2021-2022 Tuition Waiver- Supervisor Approval Form

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**INSTRUCTIONS: All employees taking classes as a non-degree seeking student or for professional development purposes will need to submit this form to their supervisor then attach the completed form to the Online Tuition Waiver.**

**Tuition Waiver Policy: Full-time Staff, Regular, and Affiliate Faculty may take only one class during normal work hours (8:00 a.m. – 5 p.m.) with their supervisor's approval. Part-time employees (employees working 30-39 hours a week) must attend classes outside the normal work hours of their position.**

## SECTION A: TO BE COMPLETED BY THE EMPLOYEE

Employee Name: \_\_\_\_\_ UD ID #: \_\_\_\_\_

Department: \_\_\_\_\_

## SECTION B: TO BE COMPLETED BY THE SUPERVISOR OF AN EMPLOYEE IN PROFESSIONAL DEVELOPMENT COURSEWORK

Professional development refers to the continued training and education of an individual in regards to his or her career. The goal of professional development courses is to keep employees up to date on current trends and to develop new skills for the purpose of advancement in the field.

1). Course Number \_\_\_\_\_ CRN \_\_\_\_\_

(Prefix-Course Number-Section – Example: BUAD 6300 010)

2). Course Number \_\_\_\_\_ CRN \_\_\_\_\_

(Prefix-Course Number-Section – Example: BUAD 6300 010)

**Note: If the course is part of the Braniff Graduate School,**

Braniff Dean signature is required \_\_\_\_\_

## SECTION C: TO BE COMPLETED BY THE SUPERVISOR

As the Supervisor of the employee noted above, I approve the employee to attend classes for the 2021/2022 academic year. I also confirm that I have discussed with the employee the implications of taking a class during regularly scheduled work hours (if applicable). For employees enrolled for professional development purposes, I certify the course(s) meet the criteria of professional development.

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Printed Name