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| **Faculty:** | | |  | |  | | | | | | **Dean:** | |  | | | |
| **Academic Year/Semester:** | | |  | |  | | | | | | **Discipline:** | |  | | | |
| Please explain circumstances leading to course load modifications: | | | | | | | | | | | | | | | |
| **If the faculty does not meet workload obligations, the Dean may (please check the one that applies):**  Extend the course load to the next semester. *(If course load extended into next semester, faculty must teach their required course load in addition to a course(s) to fulfill the previous semester obligation, no ETA shall be assigned until the obligation is met)*  Assign the faculty member courses in another discipline/division (*this must be based on needs of that area*)  Faculty assigned a course load comprising of more than 50% of online courses  Create a course load plan comprised of work equivalent to contact hours needed for the faculty member to make load (*must be preapproved and equivalent to a minimum of 5 hours per week of work (16 week class)* | | | | | | | | | | | | | | | |
| **Semester:** | | | | | | | | | **Semester:** | | | | | | |
| **Course Section(s)** (classes that are in the normal teaching load) | | | | **Format** | | **Number of Students** | **Contact Hours** | **Session** | **Course Section(s)**  (classes that were canceled due to low enrollment) *(only complete this area if applicable)* | | | **Format** | | **Contact  Hours** | **Session** | |
|  | | | | Campus | |  |  |  |  | | | Choose an item. | |  |  | |
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| **Chair/Lead or Other Paid Assignments:** | | | | | | | | | | | | | | | |
| **Campus Office Hour Modifications** (*minimum 10 hours per week)* | | | | | | | | | | | | | | | |
| Monday | |  | | | | | | | Thursday |  | | | | | |
| Tuesday | |  | | | | | | | Friday |  | | | | | |
| Wednesday | |  | | | | | | | Saturday |  | | | | | |
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| Please describe in detail any work equivalent projects being assigned: | | | | | | | | | | | | | | | |
|  | |  |  | | --- | --- | | **Online Course Load**  *List online courses/sections being taught beyond 50% of workload (Does not include online programs)* | | |  |  | |  |  | |  |  | |  |  | |  |  | | **Rationale:** | |   Faculty Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dean Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  VPAA/Provost: ­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *Approval of VPAA/Provost required for workload exceptions (workload revisions: < 15 contact hours, 100% online workloads, etc.)* ***ONLY****.* | | | | | | | | | | | | | | | | |