Overload Exception Form

Faculty Name_____ **Division** _____

Course / Section #1 _____

Course / Section #2 _____

Semester_____

Taken from Policy 4.12 (E. Overload Assignments)

To ensure that course quality and integrity remains high, and that other required duties and responsibilities are met, the College has an interest in ensuring that faculty does not take on an excessive amount of work. Overload in moderation for capable and willing full-time faculty can offer an advantage for students including continuity in course content and full-time faculty availability to students. The total overload shall be no more than two courses, not to exceed 10 contact hours, per semester. Any exceptions will require the written approval of the appropriate Dean.

Reason for Exception:

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Dean's Approval _____ **Date** _____

Updated: 08-2011