

**FACULTY FEE WAIVER FORM**

Along with [https://www.pittstate.edu/hr/ files/documents/forms/tuition-tax-status.pdf](https://www.pittstate.edu/hr/files/documents/forms/tuition-tax-status.pdf)

(Available to Tenure and Tenure-Earning Faculty – Form must be typed and all sections completed before submitting to Provost’s Office)

The Office of the Provost and Vice President for Academic Affairs will fund one course per semester (1-5 credit hours maximum). Funding for additional courses/credit hours will need to be agreed to and funded by the Department and/or College and that funding identified on this form before being submitted to the Office of the Provost and Vice President for Academic Affairs for review and approval.

Faculty Name: \_\_\_\_\_

Faculty Rank: \_\_\_\_\_ Faculty ID No.: \_\_\_\_\_

Please mark one: Tenure \_\_\_\_\_ Tenure-earning \_\_\_\_\_ Other \_\_\_\_\_  
(Please identify)

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

Semester of Requested Enrollment: \_\_\_\_\_

Course ID & Name \_\_\_\_\_ Course Credit Hours \_\_\_\_\_

**(Example: TTED 854 Organizational Theory & Planning 3 credit hours)**

Chairperson’s Rationale for Approval:  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Chairperson: \_\_\_\_\_  
(Date)

Dean’s Rationale for Approval:  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Dean \_\_\_\_\_  
(Date)

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Funding for additional courses/credit hours over one course (1-5 credit hours maximum for the one course) per semester being funded from:

Unit / Fund / Account Name \_\_\_\_\_ Authorized Signature of Account \_\_\_\_\_ (Date)

Courses to be funded by Department or College:

Course ID & Name \_\_\_\_\_ Course Credit Hours \_\_\_\_\_

Complete this form and the DETERMINATION OF TAX STATUS FORM located at [https://www.pittstate.edu/hr/ files/documents/forms/tuition-tax-status.pdf](https://www.pittstate.edu/hr/files/documents/forms/tuition-tax-status.pdf) before forwarding to the CHAIR/DEAN/PROVOST. Your request cannot be processed unless both forms are received together.