

**Graduate & Continuing Education
FACULTY WORKLOAD EXCEPTION REQUEST**

The Fitchburg State University/GCE faculty workload policy states that a full-time unit/faculty member is to teach no more than one course paid for by Graduate and Continuing Education in the spring, fall or winter semesters. In summer sessions a faculty member may teach two courses. In addition, faculty may supervise thesis, independent study, internship/practicum when such curriculum and/or certification requirements are offered on an individual basis according to departmental approval procedures. A faculty member may offer no more than 5 GCE courses (15 credits) during an academic year.

Under special circumstances, a department chair may request that an individual faculty member be allowed to teach two courses within one semester with the provision that this faculty member not teach more than 5 courses (15 credits) per year (fall through summer session II). A Workload Exception Request needs to be approved for a faculty member to teach two courses in the Fall or Spring semester of a given fiscal year or more than two courses during Summer sessions.

Faculty Requesting Overload:

Date of Request:

Courses Requesting to
Teach:

Semester/ Year

Department:

Justification of Circumstances:

(Rich Text may also be copied in from MS Word—formatting will stay intact.)

Program Chair/Manager Signature: _____

Department Chair Signature: _____

Division Dean Signature: _____

GCE Internal Recommendations

Approved Denied

Interim Dean, Graduate and Continuing Education Signature: _____ Date: _____