

MORGAN STATE UNIVERSITY
Office of Human Resources

Tuition Waiver Policy
Approval for Work-Schedule Adjustment
 (Request to Attend Classes during Normal Working Hours)

Course Number	Course Title	Day(s)	Time	No. of Credits
Total Credits				

EXPLANATION:

Requestor: Employee:	Date:
Approved: Supervisor:	Date:
Approved: Dean/Dept. Head/Director	Date:
Approved: Vice President:	Date:

Instructions: Employees, who enroll in classes during the duty day, other than during the normal lunch period, must secure the approval of the Supervisor, Dean/Department Head/Director, and the area Vice President. All approved work-schedule adjustments must be documented accurately on the employee's Time Sheet.