

**Faculty Workload Form**

- Request:**     Course Development  
                   Extraordinary Circumstance         Workload Adjustment

(Please review the Faculty Workload Policy, Academic Affairs #002, before submitting.)

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**Course Development Section** (if applicable; list converted hours in blank and attach Course Change Form)

- Establish New Course (.5:1) \_\_\_\_\_ (Lecture Hour Equivalency)  
 Build Online Course (.25:1) \_\_\_\_\_ (Lecture Hour Equivalency)

**Extraordinary Circumstance** (if applicable; attach schedule including faculty member names, location, and enrollment per course section)

**Workload Adjustments** (if applicable; attach schedule including faculty member names)

- Overload: Total Credit Hours \_\_\_\_\_ (Full-time Faculty Only)  
 Prorated: Total Course Enrollment \_\_\_\_\_ (Adjunct Faculty Only)

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Dean of Campus Administration Signature

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Date

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Associate Provost Signature

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Date

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Provost & Vice Chancellor of Academic Affairs Signature

(Signature for Extraordinary Circumstance Section Only)

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Date