The following Minimester Faculty Teaching Load Guidelines have been approved by the Provost:

Minimester Faculty Teaching Load Guidelines:

Faculty may teach no more than one three (3) credit class, or an equivalent combination of classes totaling no more than three (3) credits, during the January minimester. Additional classes and/or credits may be possible in exceptional cases but must be approved by the department chair, college dean, and provost.

1. Instructor Name: ____________________________
   (Name of appointee)

2. Regular Teaching Load for Minimester:
   Course Code: _______ Course # _______ Section # _______

3. Course(s) Requesting Exception
   Course Code: _______ Course # _______ Section # _______
   Course Code: _______ Course # _______ Section # _______
   Course Code: _______ Course # _______ Section # _______

4. Approval:

   Chair:
   ____________________________ (Signature) ____________________________ Date

   Dean:
   ____________________________ (Signature) ____________________________ Date