

**General Personnel**

**Exhibit – Subject Approval Form**

**SUBJECT APPROVAL**

Name \_\_\_\_\_ School \_\_\_\_\_

Date subject taken (be specific) \_\_\_\_\_ (Begins) to \_\_\_\_\_ (Ends)

Where is this subject to be taken? \_\_\_\_\_

From what school? \_\_\_\_\_

Will you be using any tuition waivers to pay for this class? \_\_\_\_\_

Are you enrolled in Graduate School? \_\_\_\_\_

Is this subject being taken to meet requirements for a Graduate Degree? \_\_\_\_\_

Are you receiving financial aid for this subject? \_\_\_\_\_

Subject Number	Name	Credits
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Approved by \_\_\_\_\_ Date \_\_\_\_\_

Note: Approval does not necessarily mean you will receive reimbursement of 75% of tuition costs. Refer to Working Agreements and/or Board Policies on “Professional Improvement” or “Professional Development” relative to the procedure for reimbursement.

USE SEPARATE SHEETS FOR EACH SEMESTER  
MAKE IN DUPLICATE

Adopted: 9/25/07