



OAKWOOD UNIVERSITY
Personnel Development Program
FREE COURSE APPLICATION

FULL-TIME EMPLOYEE: Complete all items and submit to your department supervisor.
SPOUSE OF FULL-TIME EMPLOYEE: Complete items 1-5 and submit to the Employee's Division Administrator.

1. Applicant: _____ ID# or SSN: _____

2. Applicant Status: [] Fulltime Employee [] Spouse of Full-time Employee

3. Employee Name (if different from above): _____

4. Class Requested: Course Code _____ Title _____

Credit Hours: _____ Days: _____ Time: _____

5. Term: [] FALL [] SPRING [] SUMMER Year: 20 _____

*****For Full-time Employees Only*****

6. Is course to be taken during work hours? [] Yes [] No

7. Purpose for taking class: [] Degree [] Job-Related [] Personal Development [] Other _____

8. If purpose is job-related, please explain how class is directly related to present job improvement:

9. If purpose is other than job-related, please explain how time spent in class will be made up after working hours:

Signature: _____ Date: _____

Supervisor's Authorization: [] Recommended [] Not Recommended

Comments:

Supervisor's Signature: _____ Date: _____

Action: _____ Approved _____ Denied Division Administrator: _____