Human Resources

Employee Education Program (EEP)

One-time Exception to allow up to 9 credit hours in one semster

This form is to apply for a **ONE-TIME** exception to allow an eligible UK employee to have a maximum of 9 credit hours waived for one semester for classes attended at UK. This exception, if approved, can only be allowed once. This one-time exception must occur during the last year prior to graduation.

Term: _____ Year: _____

Is this the first time that you have applied for an exception to the maximum number of credit hours for a semester?
☐ Yes ☐ No

Last name_____ First name_____
Employee/Student ID #_____
Student Status: ☐ Undergraduate ☐ Graduate

Academic Advisor Acknowledgement

As the Academic Advisor for this student, I attest that the student is in the final 12 months of his/her academic study and is due to graduate within this time period.

_____ _____

Academic Advisor Printed Name | Academic Advisor Contact Phone Number

_____ _____

Academic Advisor Signature | Date

Employee Acknowledgement

I acknowledge that, if approved, this exception to the EEP policy limit to a waiver of 6 credit hours per semester (8 credit hours if applied toward 2 classes that exceed 3 credit hours) to allow 9 credit hours in 1 semester, not to exceed 18 hours in an academic year is a one-time exception and I anticipate graduating within 1 year.

_____ _____

Employee Signature | Date

For Benefits Office Use Only

I acknowledge that, if approved, this exception to the EEP policy limit to a waiver of 6 credit hours per semester (8 credit hours if applied toward 2 classes that exceed 3 credit hours) to allow 9 credit hours in 1 semester, not to exceed 18 hours in an academic year is a one-time exception and I anticipate graduating within 1 year.

_____ _____

Approve by | Date