



Release for Taking TWU Course Form

Texas Woman's University recognizes the value and contribution of its employees by encouraging full time staff employees to pursue professional development and improve skills by enrolling in courses at Texas Woman's University.

This form is used by full time staff employees to request release time from work to attend a TWU course during regular working hours, limited to 3 hours per week. The form must be approved by the supervisor prior to enrolling in classes. This form is retained in the department.

Employee Name	Date
Title/Position	Department
Release semester requested: <ul style="list-style-type: none"> <input type="checkbox"/> Fall Semester - Year _____ <input type="checkbox"/> Spring Semester - Year _____ <input type="checkbox"/> Summer Semester - Year _____ 	
Release time requested (Limited to 3 hours per week): <p style="margin-left: 20px;"> Monday time: _____ Tuesday time: _____ Wednesday time: _____ </p> <p style="margin-left: 20px;"> Thursday time: _____ Friday time: _____ </p>	

I certify this form is accurate and that I meet the provisions contained in URP: 05.430 Employees Taking TWU Courses.

Employee Signature

Date

Approved

Denied (If denied, state reason): _____

Immediate Supervisor's Signature

Date