

Application for Medical & Family Emergency One-Course Reduction

English Department graduate students who experience extreme, unforeseen medical or family emergencies should contact the Associate Chair of their program and the Graduate Program Assistant in order to determine the most appropriate course of action, which may include a Leave of Absence. In some situations, the Department of English may be able to reduce a student's teaching load from two courses (50%) to one course (25%) with no change in pay for one semester. To apply, the student should submit this completed application to the Associate Chair of their program.

Restrictions

- Students may receive an emergency one-course reduction one time during their degree program.
- Students must maintain eligibility for teaching positions under the Graduate School rules, including being enrolled as a full-time student and teaching at least 12 weeks in an academic semester.
- Students are generally expected to return to a full teaching load the semester following their one-course reduction.

Note: All information shared by the student is confidential. Information about the student or their circumstances will only be shared with third parties who have a legitimate need to be informed of the student's situation.

Student's Information

First name: _____ Last name: _____

Student ID number: _____ CU Email: _____

Emergency Situation Information

Semester & year of one-course reduction Spring Fall Year: _____

Expected return to a full teaching load Spring Fall Year: _____

Have you ever received an emergency one-course reduction before? Yes No

If yes, when did you receive it? _____



Please provide a brief statement describing the medical or family emergency and how a one-course reduction will assist you.

Student's signature: _____ Date: _____

Associate Chair's signature: _____ Date: _____

Chair's signature: _____ Date: _____

Submit original to Graduate Program Assistant for the student's file.