

**Addendum A**  
**Request for Educational Opportunity**

Date \_\_\_\_\_

Employee Name \_\_\_\_\_

Employee Job Title \_\_\_\_\_

Department \_\_\_\_\_ Campus Phone \_\_\_\_\_

**PROPOSED CLASS SCHEDULE**

<i>CLASS TITLE</i>	<i># OF CREDIT HRS.</i>	<i>TIME</i>	<i>LOCATION</i>

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**Certification and Approvals:**

Employee: \_\_\_\_\_ Date \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date \_\_\_\_\_

Human Resources: \_\_\_\_\_ Date \_\_\_\_\_