

**THE UNIVERSITY OF ALABAMA, ARTS & SCIENCES - COLLEGE OF CONTINUING STUDIES  
INSTRUCTION APPROVAL FORM**

**I. COURSE INFORMATION** (This section to be completed by the Academic Department)

A&S Department: \_\_\_\_\_

Course Title: \_\_\_\_\_

Course Number (ex: BSC 108): \_\_\_\_\_ Section Number (ex: 901, 904, 990, etc): \_\_\_\_\_

Format (ex: Evening, Online, etc): \_\_\_\_\_ Semester Hours (ex: 1, 3, 6, etc): \_\_\_\_\_

Semester Offering (ex: Fall, Spring): \_\_\_\_\_ Site Code (ex: Main, OL, EV, OO, ER, etc): \_\_\_\_\_

Class Location/Room # (leave blank if an online course): \_\_\_\_\_

**II. FACULTY INFORMATION** (This section to be completed by the Academic Department)

Faculty Name: \_\_\_\_\_ CWID: \_\_\_\_\_

Campus Address: \_\_\_\_\_ Faculty Status (ex: PTTI, FTTI, etc.): \_\_\_\_\_

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**III. TEACHING LOAD** (This section to be completed by the Academic Department)

- Regular Load
  - Transfer to the Department
- Overload
  - Direct Pay
  - Transfer to the Department
- Adjunct
  - Direct Pay

A&S Department Head: \_\_\_\_\_

A&S Department Head Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**IV. COMPENSATION** (This section to be completed by Director of Financial Affairs in A&S, Jimmy Vail)

7½ % of 9-month salary \$ \_\_\_\_\_  Adjunct Rate \$ \_\_\_\_\_

Jimmy Vail, Director of Financial Affairs A & S: \_\_\_\_\_ Date: \_\_\_\_\_

**V. APPROVAL SIGNATURES**

Ruth Pionke, Senior Information Officer, A&S \_\_\_\_\_ Date: \_\_\_\_\_

Dr. Robert Olin, Dean, A&S \_\_\_\_\_ Date: \_\_\_\_\_

Steps:

- A&S Academic Dept completes Sections I, II, and III for each course delivered through College of Continuing Studies (CCS).
- A&S Academic Dept prints form and gives to appropriate A&S Department Chair for signature/date.
- A&S Academic Dept sends form to A&S Director of Financial Affairs (Jimmy Vail).
- A & S Director of Financial Affairs completes section IV, signs and dates the form.
- A & S Director of Financial Affairs sends form to Ruth Pionke for signatures/dates.
- Ruth Pionke and A&S Dean's Office signs and dates section V.
- A&S Dean's Office sends form to A&S Director of Financial Affairs (Jimmy Vail) for appropriate payment/transfer.