



# Cheyney University of Pennsylvania

## Alternate Workload Assignment

**INSTRUCTIONS FOR COMPLETING FORM:** *The applicant should work with the Department Chair to complete all pertinent information. If approved by the Department Chair, the applicant will then forward the request to the Provost's Office. The Provost's Office will submit a list of all AWA assignments to the President for approval each semester.*

**A.**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Dept: \_\_\_\_\_

**B.** Indicated workload equivalency in credit hour for each semester:

Fall \_\_\_\_\_ credit hours  
(year)

Spring \_\_\_\_\_ credit hours  
(year)

Winter \_\_\_\_\_ credit hours  
(year)

Summer I \_\_\_\_\_ credit hours  
(year)

Summer II \_\_\_\_\_ credit hours  
(year)

**C.** Replacement Necessary? Yes  No

Please indicate funding source (e.g. Dept/Dean/External Source): \_\_\_\_\_

SAP Cost Center: \_\_\_\_\_

Org Manager's Name: \_\_\_\_\_

Signature: \_\_\_\_\_

**D.** Assignment: (Tasks to be accomplished):

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**D. Assignment Description Continued:**

**E. Approvals:**

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Provost

Date

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President

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