



University of Kentucky Employee Education Program.
One-Time Exception to allow up to 9 credit hours in One Semester.

This form is to apply for a **ONE-TIME** exception to allow an eligible UK employee to have a maximum of 9 credit hours waived for one semester for classes attended at UK. **This exception, if approved, can only be allowed once.** This one-time exception must occur during the last year prior to graduation and is only applicable to University of Kentucky employees for classes at the University of Kentucky. This exception cannot be utilized for courses taken at any other college by UK employees or employees of other institutions attending UK.

Term: Year:

Is this the first time that you have applied for an exception to the maximum number of credit hours for a semester?
 Yes No

UK Employee/Student ID Last Name First Name MI

Employee Status: Faculty Staff Student Status: Undergraduate Graduate

Academic Advisor Acknowledgement
As the Academic Advisor for this student, I attest that the student is in the final 12 months of his/her academic study and is due to graduate within this time period.

Academic Advisor Printed Name Academic Advisor Contact Phone Number

Academic Advisor Signature Date

Employee Acknowledgement
I acknowledge that, if approved, this exception to the EEP policy limit to a waiver of 6 credit hours per semester (8 credit hours if applied toward 2 classes that exceed 3 credit hours) to allow 9 credit hours in 1 semester, not to exceed 18 hours in an academic year is a one-time exception and I anticipate graduating within 1 year.

Employee Signature Date

For Benefits Office Use Only

Approved by Date