

**DISSERTATION AND THESIS DIRECTION WORKLOAD FORM**

This form is used to request a one-course reduction after directing two (2) Ph.D. dissertations, four (4) M.F.A. theses, or five (5) M.A. or M.M.E. theses.\* Please indicate the term for which the reduction is requested and document the direction upon which the request is based.

Faculty Member: \_\_\_\_\_

Department: \_\_\_\_\_

Requested Reduction: \_\_\_\_\_  
Semester/Year

| Student Name | Student ID# | Degree Type:<br>M.A., M.F.A.,<br>M.M.E., Ph.D. | Semester/Year of<br>Graduation |
|--------------|-------------|--|--------------------------------|
|              |             |  |                                |
|              |             |  |                                |
|              |             |  |                                |
|              |             |  |                                |
|              |             |  |                                |

Requested: \_\_\_\_\_  
Faculty Member \_\_\_\_\_  
Date

Approved: \_\_\_\_\_  
Department Chair \_\_\_\_\_  
Date

\_\_\_\_\_ \_\_\_\_\_  
Dean Date

*\* Please use separate forms for each type of degree. Only enrollments and graduations after fall 1999 or later may be counted.*