

Read detailed instructions on page 2 before completing this request.

After the request is received with all required documentation, a decision will generally be made within 30 days after receipt of the request. Academic programs that merely suggest but do not require a particular sequence or number of hours do not qualify for this exception and will not be considered. Programs that require significantly more than ten hours per term may not be approved. Attach all required documentation as stated in Policy 2.35 Enrollment in Credit Programs (hr.osu.edu/policy).

Section II: Employee Information

Employee Name: Last	First	MI
OSU Employee ID Number (required)	E-mail Address (OSU e-mail preferred)	Daytime Phone Number
Mailing Address: Street Address	City	State
		Zip Code

Section III: Academic Program Information

Please provide the following information and attach documentation from your academic department in support of the required course lock-step requirement. If required documentation is not provided, your request will be returned and not considered.

Academic Program	Academic Department
Academic Advisor	Daytime Phone
	Email

Section IV: Authorization

I verify the above information is true and accurate to the best of my knowledge and understand that this request must be complete when submitted to the Office of Human Resources and submitted at least six weeks prior to the beginning of the academic term.

Employee Signature	Date
Supervisor Signature	Date
Employing Unit Head Signature	Date

Retain a copy of this form for your records

Retain a copy of this form for the employee's personnel file

Return completed form and required documentation to: Office of Human Resources, Benefits Services/ Consultants, Suite 300, 1590 North High Street, Columbus, OH 43201-2190, or Fax to: (614) 292-7813.

For Benefits Services Use Only

Date Received	Reviewed by	Review Date
All Documentation Received: Yes No		
Program Exception Made: Yes No		
Staff Notified by	Date	

The following information relates to the Program Exception Process and Request as it pertains to the Faculty and Staff Tuition Assistance Program. You should only complete this request if you are enrolled in an academic program that requires you to enroll in classes in a lock-step sequence, exceeding the 10 credit hour limit. Ask your academic advisor if you have any questions regarding your academic program.

Listed below are steps to ensure that your request is processed in a fair and efficient manner. Be sure to closely follow each step.

1. Complete the attached Program Exception Request form, also available online at hr.osu.edu/policy (Policy 2.35).
2. Attach required documentation supporting your request for a program exception, which must include: Documentation from your academic department clearly indicating you are enrolled in a lock-step program.
3. Retain a copy of the completed Program Exception Request and all documentation for your records.
4. Give a copy of the completed Program Exception Request and all documentation to your supervisor for your personnel file.
5. Submit all completed documentation six weeks prior to the beginning of the academic term to:

The Ohio State University
Office of Human Resources
Benefits Services/Consultants
Suite 300
1590 North High Street
Columbus, OH 43201-2190
Fax: (614) 292-7813

6. Incomplete requests will not be considered and will be returned to the applicant.

Benefits Services strives to process requests within a reasonable time frame. After the request is received with all required relevant information, your request will be reviewed. You will generally receive a response within 30 days after OHR receives your request. Some requests may require additional time due to the complexity of the situation or when additional documentation is requested. When a final decision has been reached, you will be notified by either U.S. mail or e-mail.

For more information about this request, please refer to Policy 2.35 Enrollment in Credit Programs, hr.osu.edu/policy.

For more information about your benefits or the request process, contact the Office of Human Resources Benefits Services at benefits@hr.osu.edu, (614) 292-1050, or 1-800-678-6010.