

**South Carolina State University  
Division of Academic Affairs**

**Temporary Waiver Request  
Online Course Development**

**Instructions:** Departments shall submit a request to waive the normal online course development procedures under specific circumstances. The Department Chair shall submit the Temporary Waiver request form to the Provost and Vice-President for Academic Affairs. Upon approval or denial, the Provost shall forward a copy to the Director, Center for Teaching, Learning, and Extended Studies. Waivers may be renewed for one consecutive term.

**Date of Request:** \_\_\_\_\_

**Department Chair Information:**

First Name \_\_\_\_\_

Last Name \_\_\_\_\_

Email Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

**Online Instructor Information:**

First Name \_\_\_\_\_

Last Name \_\_\_\_\_

Email Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

Describe Previous Online Teaching Experience [Text book]

**Course Information:**

Course ID \_\_\_\_\_

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

Semester and Year Course Taught \_\_\_\_\_

**Select the Reason for the Waiver:**

Death of Current Instructor

Resignation of Current Instructor

Dismissal of Current Instructor

Other: Please describe [Text Book]

**To be completed by Provost and Vice-President, Academic Affairs**

Approved

Denied

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Signature

Date