Teaching Load Credit (TLC) Correction Form

Use this form to report information incorrectly reported on an TLC 18th day report.
1. Update the information in SIS
2. Report changes using this correction form.
3. Attach TLC Individual Report for correction made to correction form.
4. Other items
   a. You do not need to resubmit the 18th day report.
   b. This form is saved as TlcCorrectionForm_Template. If you want to save an electronic copy of your remarks, choose <File / Save As> and rename the file. I suggest you name the file like this: "TlcCorrectionForm_" + <Correction Date> + <Instructor Last Name> + <ApsuTerm> .
   c. The form is locked using the Forms Toolbar. You can unlock the form, but you risk losing the typed information if you lock the form again.
   d. You can tab through the form.

Department Name: _____

Term and Date Information

APSU Term: _____

Date of Correction: _____

Changes Made

Instructor Name: _____

Instructor ID: _____

Instructor Activity (Course Number or other Activity): _____

Teaching Load Credit Assigned: _____

Explanation:

Department Chair / Coordinator Signature: _____

| Signature | Date |

Dean Signature: _____

| Signature | Date |

Academic Affairs Signature: _____

| Signature | Date |