

NASSAU COMMUNITY COLLEGE (NCC)
COLLEGE BUSINESS DAY
APPLICATION*

Date: _____

To: _____ Dean of Instruction _____ VP, Academic Student Services _____ Associate VP, ITS

From: Applicant Name: _____

N# _____

____ Full Time Faculty ____ Adjunct Faculty

Dept: _____

I request approval of (a) College Business Day(s) to (purpose/reason)

_____ on dates/times shown below:

Days and Date(s)	Classroom Faculty-show each class affected; non-classroom faculty-show each hour affected	Course/Coverage Information i.e., class cancellation, internal non-paid/NCC paid substitute

Adjunct College Business, if applicable, please check

_____ I have no classes or hours of work scheduled on the date(s) indicated

_____ Number of hours of compensation (approved by Vice President or AVP)

*College Business Day (CBD) and College authorized travel will only be approved for business directly related to the academic discipline and/or with work associated with the applicant's NCC position. This Application must show the following information: for classroom faculty, the classes affected; for non- classroom faculty, the hours involved, if the CBD is to be granted. All CBD applications must be received by the interested Dean or supervising administrator 15 working days (3 weeks) in advance of the CBD requested. The applicant must wait for the return of the Administration's written-approved CBD application before taking the CBD.

Applicant Signature

Chairperson's/Director/Coordinator's Signature

Dean/Supervisor Signature

AVP/VP Signature