

Teaching Load Credit (TLC) 18th Day Submittal Form

Use this form to submit a TLC 18th day report.

1. Update the information in SIS
2. Attach printed copies of TLC Department Report and TLC Instructor Reports to the TLC 18th Day Submittal Form.
 - a. **Print departmental TLC report for APSU term**
 - b. **Print instructor TLC report for all regular faculty teaching outside the department.**
 - i. The out of the department information will not automatically show up in the departmental report.
3. Other items
 - a. If you have corrections, you do not need to resubmit the 18th day report. Please fill out a correction form for each correction.

Department Name: _____

Department Chair / Coordinator Signature: _____
Signature Date

Dean Signature: _____
Signature Date

Academic Affairs Signature: _____
Signature Date