

**POLICY RE.
COURSE RELIEF FOR VOTING MEMBERS OF THE ULFA EXECUTIVE**

Anyone wishing to take a leave in the coming academic year is to make a written request, including rationale, to the ULFA President. The President will review all applications and bring a recommendation to the Executive, at which time the issue of who gets course relief will be voted on by all Executive members.

While it is desirable that any course relief granted should take place during the semester that ULFA-related activities result in a significant time commitment on behalf of the Executive member, the ULFA President (and Executive) shall be aware that this is not always possible. As such, relief may be granted in the semester nearest the semester for which the course relief was initially approved, subject to the limitations outlined in Faculty Handbook Article 5.05.2 and Article 5.05.3. Once relief has been granted, in no case shall it be revoked.

Adopted: Executive Meeting No. 1, July 21, 2004

Revised: Executive Meeting No. 19, February 16, 2005