**Instructions for processing Form 10 for WAC Assessment:**

1. Access the Form 10 using the link below. Fill it out with your information.
2. Use the language provided below to explain why the form is needed. Fill in the appropriate department.
3. Begin acquiring the necessary signatures and submit the signed Form 10 to the Graduate College. (If possible, to speed up the process, we recommend taking the form yourself to get signed rather than relying on inter-office mail.)
4. When you have gotten approval from the Graduate College, send a copy of the approval to Julianne Zvolensky (jcurran3@fau.edu) or Wendy Kasten (wkasten@fau.edu) to process your WAC rater contract.

**Link to Form 10:**

<https://www.fau.edu/graduate/forms-and-procedures/docs/FORM_10_Request_to_Waive_a_University_Requirement_Form.pdf>

**Language that can be used to explain the reason for the Form 10 request:
(Fill in your department)**

Currently, I am employed as a Graduate Teaching Assistant for the Department of \_\_\_\_\_\_\_\_\_.

I am applying to be a rater/evaluator for the Writing Across Curriculum annual program assessment. The WAC assessment begins on Wednesday, May 9th 2018. This is after courses have ended and grades have been submitted for the spring semester but a few days before my employment assignment for the spring semester concludes. The WAC assessment is expected to last until Wednesday, May 16th (weekend excluded) and is not to exceed past Friday, May 18th.

My current teaching assignment for the spring semester takes up the entire allotment of the 20 hours/week during a fall or spring semester that a graduate student can work. Thus, Human Resources will not allow the WAC assessment rater job to be added to my Workday profile.

This Form 10 is requesting that the 20 hour/week cap be extended to allow for 40 hours/week beginning during the week of May 9th to enable me to participate in the WAC assessment rating.