

## COB Banked Hours Course Release Request

*In support of COB Procedure for the Implementation of §3.4.1 of Rule 12.03.99.T1*

COB Banked Hours Course Release Form must be submitted to the proper department head before the first day of the preceding semester for which the release time is requested.

Date Request Submitted:

Course Release Semester:

Faculty Name:

Faculty Department:

Confirmed Number of Banked Hours Accrued:

Budget Analyst Confirmation:

\_\_\_\_\_  
Initial

Proposed scholarship activities to be undertaken during the course release time:

Request Approved:

Request Deferred for later semester:

Semester:

Request Denied:

(Please meet with Department Head to discuss)

Requesting faculty member's signature

Date:

Department Head Signature

Date:

Dean / Dean's Designee Signature

Date:

Provost / Provost's Designee Signature

Date:

Approved course release forwarded to Budget Specialist for record keeping:

By:

Date:



Committee/Task Force Members:		Recent Notes:	
<ul style="list-style-type: none"><li>Dean's Office</li></ul>		2023-08-02: Updated to include Provost / Designee signature line.	
Date Approved:	2023-08-02	2023-07-19: Updated letterhead and requiring dean/designee approval	
Version:	1.3	Effective Date:	2023-08-02