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COST Banked Hours Course Release Request

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

COST 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: _____ Semester of requested course release: _____

Faculty Name: _____ Faculty Department: _____

Confirmed number of banked hours accrued: _____ Budget Analyst Confirmation: _____

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 _____

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Approved course release forwarded to Budget Specialist for record keeping: _____ By _____ Date _____

		Recent Notes:	
• Dean's Office		2020-02-25: Banked Hours Course Release Request Form	
Date Approved:		Effective Date:	2020-03-01
Version:	1		