

Request for Faculty Course Release

Name	
Department(s)	
Semester(s) Requested <i>(check all that apply)</i>	
Fall of	Spring of
Other: _____	
Current Course Load	
How many undergraduate courses does the faculty member normally teach per year?	
How many graduate courses does the faculty member normally teach per year?	
If the normal course load is lower than 2/2, please provide a strong justification for the reduced load.	
Course Release Request	
How many undergraduate courses is the faculty member requesting release from teaching?	
How many graduate courses is the faculty member requesting release from teaching?	
Is this a grant-sponsored course release? Yes No	
Statement of the purpose of the course release.	
Chair's Recommendation	
Approve Deny	Comments
Signature	Date

This form is **not** required if a previous agreement has been reached, including the course releases provided to those who hold standard administrative positions (e.g. chair, DGS and DUS). We would like to receive forms, however, for those faculty who are applying for URC grants. Please refer to the 11/2015 policies for applying for leaves and course releases for a full description of requirements. <http://college.emory.edu/faculty/policies/leaves-course-release/leave-policy.html>