REQUEST TO BANK HOURS
COLLEGE OF ARTS & SCIENCES

Name: _____ K#: _____

Department: _____

"Banked" hours will not accrue for any overload consisting of a fraction of an hour.
Reassigned time is to be taken within two years of earning the banked hours.

Faculty members can request to "Bank Hours" for courses taught above and beyond their normal load. A Reassigned Time Request form is to be submitted the semester in which the faculty member would like to utilize banked hours.

Semester in which overload taught: _____

Normal Teaching Load	12	SCHs
Overload	_____	SCHs
Release Time	_____	SCHs
Total Load for Semester	_____	SCHs
Bank *(Total SCH Request to Bank)*	_____	SCHs

Anticipated semester banked hours to be used* _____

The above is for course schedule planning only. Final use of banked hours will be determined in conjunction with the department Chair.

Requested by: _____
Faculty Signature Date

Approved by: _____
Chair Signature Date

Approved by: _____
Dean Signature Date

To be completed by Dean's Office: Received by: _____ Date Received: _____

☐ Bank Hours Approved _____ ☐ Spreadsheet Updated _____

☐ Not Approved Reason: _____