



Course Release Request Form

[Policy Reference Link](#)

Section A1 - Please provide details for ALL course releases requested as part of your proposal.

Principal Investigator/Investigator (PI):		Department:	
Proposal Title:		Activity Type:	
Sponsor:		College:	
RFP/Opportunity Notice:			

Section A2 – Academic Effort Proposed

Academic Effort Proposed:		
Project Duration (Academic Year):		
Fall: Spring:		

Section A3 – Summer Effort

*100% Summer effort excludes faculty from **any** academic activity.

Summer Effort Proposed:		
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Description:

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Section B

Certification by Principal Investigator

I certify that the course releases documented above are necessary to complete the prospective project and scope of work outlined in the project proposal. I have reviewed all my current teaching obligations and scheduling and have concluded that this project falls within the allowed threshold of effort allocation.

Approval Required

Print Name: _____

Signature: _____ Date: _____

Section C

Certification by Department Chair

I certify that the personnel effort allocations documented above represent the course releases required to complete the prospective project and scope of work outlined in the project proposal. I have reviewed current teaching obligations and scheduling for the above individual and have concluded that this project falls within the allowed threshold of effort allocation, and that the course release requested can be accommodated for the duration of the project.

Approval Required

Print Name: _____

Signature: _____ Date: _____