

**University of Colorado Boulder - College of Arts and Sciences
Course Banking Request**

Faculty Name:

Department:

Number of courses in current AY teaching load:

Reason for banking request / plan for unbanking:

FALL **Year:**

Number of course(s) requesting to bank during fall:

Specific course(s): |

SPRING **Year:**

Number of course(s) requesting to bank during spring:

Specific course(s):

Faculty who reduce their teaching assignments must remain on campus and perform their regular research and service duties. Any temporary leave from campus during the period that courses are unbanked must follow approval policy which can be found at <https://www.colorado.edu/asfacultystaff/personnel-administration/policies-procedures/faculty-regular-tenure-tenure-track/leave-absences>.

Faculty Member's Signature

Date

I approve of this request and acknowledge that the department will not be requesting replacement teaching funding.

Department Chair/Program Director Signature

Date

Institute Director Signature (if applicable)

Date

Graduate School Dean's Signature (if applicable)

Date

Concurred:

Associate Dean's Signature

Date
