

# EMORY COLLEGE OF ARTS AND SCIENCES

Request for Faculty Course Release (This form must be included in the URC Application)

<b>Name</b>	
<b>Department(s)</b>	
<b>Semester(s) Requested</b> <i>(fill-in year and check all that apply)</i>	
<input type="checkbox"/> Fall 20____ <input type="checkbox"/> Spring 20____ <input type="checkbox"/> Academic Year 20____ - ____	
<b>Current Course Load</b>	
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.	
<b>Course Release Request</b>	
How many undergraduate courses is the faculty member requesting release from teaching?	
How many graduate courses is the faculty member requesting release from teaching?	
<b>Statement of the purpose of the course release.</b>	
<b>Chair's Recommendation</b>	
<input type="checkbox"/> Approve <input type="checkbox"/> Deny	Comments
Signature and 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 11/8/2010 policies for applying for leaves and course releases for a full description of requirements <http://college.emory.edu/home/administration/policy/leave.html>.

Submit to Susan Lee, Emory College of Arts and Sciences, 400 Candler Library, [slee05@emory.edu](mailto:slee05@emory.edu).

Revised 11/6/2014; tlw 09/12/2018