



Course Buyout Request

Faculty Member Name: _____

Date: _____

Request for a change in teaching profile during academic year: (check one)

- 2026-2027
2027-2028
2028-2029
2029-2030

Semester (check one):

- Fall
Spring

I am (check one):

- requesting to buy out of teaching using research funds during selected semester
requesting to double teach during selected semester
requesting to be released from teaching during selected semester and double teach during
applying for a CDA during selected semester
requesting to be released from teaching duties (other reason) during selected semester
requesting to teach an online course during selected semester
other - please describe:

Justification and Additional Comments:

[Empty box for justification and additional comments]

If form is submitted less than a year from the requested semester teaching release, please indicated which course you are currently assigned to teaching during the selected semester:

Requester Signature: _____ Date: _____

DEO Signature: _____ Date: _____

DUG Signature: _____ Date: _____

Admin. Signature: _____ Date: _____