

REQUEST FOR APPROVAL TO BANK A COURSE

(Name) (Title) (Department)

Course Banking Request for Teaching Additional Regularly Scheduled Courses (e.g., Lectures)

Course banking requested for: Year: _____ Semester: _____

Course Number: _____

Course Title: _____

Course Banking Request for Independent Study/Other Courses

Course banking requested for: Year: _____ Semester: _____

Course Number: _____

Course Title: _____

Anticipated Number of Students Enrolled: _____

Anticipated Total Student Credit Hours: _____

(If approved, please provide department and college with end-of-semester enrollment and SCH)

Please provide a course syllabus (if applicable) with this form.

Please provide a statement describing how you will actively engage with each student to provide instruction, mentoring, and/or other pedagogical techniques (e.g., method of instruction, description of course readings, frequency and duration of meetings with each student, etc.). If you need more space, please submit a Word doc with additional information.

Please list all other courses (number and title) you will teach during the semester in which the approval is being requested.

Request for Course Banking Approved:

Faculty Member: _____

Head of Department: _____

Dean/Representative of the College: _____