

**Independent Study, Internship, Undergraduate Research and Honors Project Supervision
 Course Release 2025 – 2026*
 Application Cover Sheet
 APPLICATION DEADLINE – November 15, 2024**

Course release in (check one): Fall Semester 2025 Spring Semester 2026

Applicant Academic rank

Department

Please briefly outline the activities undertaken, with an indication of the dates, titles, and credit hours of the supervised undergraduate independent studies, internships, research, and honors theses culminating in 24 workload hours in total (add rows if needed):

Type (independent study/internship/research, honors thesis)	Title	Course number	Semester	Credits

TOTAL: _____

Signature of Applicant _____ Date _____

Signatures below indicate that the proposal and course coverage have been discussed at the department level and have been approved by the department chair and the dean.

Department Chair: Plan for course coverage/adjunct funds needed:

Signature of Department Chair _____ Date _____

Signature of Dean _____ Date _____

*Course release guidelines on the back

Course release guidelines:

- The course releases are to compensate for faculty's time for the supervision of independent studies, internships, undergraduate research, and honors theses that are not already counted toward workload.
- The maximum number of credits any faculty member can accrue toward the banking model is 12 credits per academic year (during Fall and Spring semesters).
- All course releases are contingent upon a plan for conducting scholarship during the period of the course release.
- All course releases are contingent on a department coverage plan submitted by the chair.
- The application requires chair and dean approval.
- During the semester the course release is taken, no course can be taught as an overload.
- During the semester the course release is taken, faculty must teach at least one course and participate in service.
- Eligibility: faculty on full-time appointments, tenure-track or tenured.