Dedman College

**Request for Course Load Reduction  
for Sponsored Project Work**

Dedman College faculty members requesting course load reduction to accommodate a sponsored research project must complete this form and have it signed by the Dean prior to preparation of the project budget and Form II by the Office of Research Administration. A copy of the executed form must be attached to the Form II before it is circulated for approval, and a copy of the executed form must be attached to any subsequent Form III. Approval for course reductions can only be made one year at a time although **tentative** advance permission is offered per this form.

Complete this form and forward to the Dedman College Financial Officer in Dallas Hall, Suite 200.

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| --- | --- |
| **Date:** | 01/16/2014 |
| **Faculty Member Name:** |  |
| **Department:** |  |
| **Project Title:** |  |
| **Project Start Date:** |  |
| **Project End Date:** |  |
| **Sponsor:** |  |
| **Normal Course Load:** |  |
| **Projected Course Load Reduction:** |  |
| **Funding Source:** |  |
| **Projected Semester(s) Course Load Reduction will occur:** |  |
| **Will course(s) be taught by another faculty member or adjunct? If yes, list faculty member or adjunct name, cost per course, projected semester(s) offering, and funding source.** |  |

I hereby conditionally approve the projected course load reduction, listed above, during the period of the grant or contract.

**Department Chair Date**

**Dedman College Financial Officer Date**

**Dean of Dedman College Date**