**DIVISION OF ARTS AND HUMANITIES  
COURSE BUYOUT FORM  
updated 2021**

**Date: Employee ID:  
  
Faculty Name: Department:**

**Department Contact name and email:**

**Project to pay salary:**

**Chart String:**

**Number of courses: Quarter(s):**

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Please list the current year teaching load BEFORE CBO and AFTER CBO. (Faculty shall not, as part of this program, teach less than two courses per year, and at least one of those must be at the UG level.)

**Current Year teaching load BEFORE CBO Approval (list quarter and course number)**

**Current Year teaching load AFTER CBO Approval (list quarter and course number)**

**Faculty signature/date:** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
Department Contact signature/date:** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
Department Chair signature/date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Dean's Approval: Date:**

**EVC/SVCAA Approval: Date:**