

English Dept. Request Form for Fall 2025 Course Buyouts/Releases

DUE DATE: 24 February 2025 (one week before Fall 2025 schedule goes live)

If you are seeking course buyouts and/or releases for the Fall 2025 semester, please fill out this form and submit it to Rob Barrett, Associate Head for Curriculum and Administration (rwb@illinois.edu). CC Justine Murison, Head of English (jmurison@illinois.edu), and Sandy Hardin, Business Manager (hardn@illinois.edu).

Be sure to include this information on your 2025-26 Course Preference form as well since that document will be distributed to a different set of department admins and staff.

Note that buyouts and releases from departmental administrative positions do not need to be requested with this form.

Name:

Today's Date:

Which Fall 2025 courses do you want to buy out/be released from?

Source of funding (HRI, CAS, NEH, Endowment Fund, etc.):

If this is a request to buy out a course or courses, please answer the following questions:

Cfop or Name of Account that funds should be withdraw from:

Date when funds should be transferred: