

## English Dept. Request Form for Spring 2025 Course Buyouts/Releases

**DUE DATE: 30 September 2024 (one week before Spring 2025 schedule goes live)**

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

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

**Name:**

**Today's Date:**

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

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

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*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:**