

# Request for a course buyout

Directions - Please make buy-out requests no later than three terms ahead. Ten percent of your 9-month annual salary + OPE will be deducted from your grant index for each buy-out. Please follow these steps for approval. The buy-out is not approved until signed by your supervisor

- Steps:
- 1) Start buy-out process at least three terms in advance
  - 2) Verify your index with OSRAA (or ASBC)
  - 3) Fill in all details below including any recommended replacement instructors.
  - 4) Sign and send it to your supervisor for approval. Your supervisor will notify the impacted program(s) if approved.
  - 5) Make sure your Program Lead/Chair has this information for the College Coordinator to schedule a replacement. The College Coordinator will assign a suitable replacement and notify ASBC to JV funds from the grant to the program index.

Name	OSU ID number
Term	School year

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1. Course name and number to be bought out	Index to apply
Program in which the course is offered	Recommended instructor

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2. Course name and number to be bought out	Index to apply
Program in which the course is offered	Recommended instructor

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Signature of faculty member making request

Signature of faculty supervisor