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Bakersfield College
Cerro Coso College
Porterville College

Load Banking/Load Withdrawal Request Form

Term: _____

I will be banking a portion of my load

I am requesting to use a portion of my banked load*

FTE being banked or used: _____

Additional comments:

*Load reductions in excess of forty percent (40%) must be approved by the College President or designee.

The notification shall be provided by the end of the first week of instruction of the overload class. The administrator shall provide a copy of the form to scheduling and Human Resources.

Starting January 1, 2005, the maximum amount of banked load a faculty member is allowed to accumulate shall be the equivalent of a 1.5 semester load. Faculty with more than 1.5 semester banked load on January 1, 2005, may retain the load they have banked prior to that date, but may not accumulate additional banked load until their banked load balance is below 1.5.

Print Name: _____

Signature: _____ Date: _____