

## Virginia State University Released Time Request

Name \_\_\_\_\_ Department \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Rank/title \_\_\_\_\_

Semester for release                      Fall  Spring                       Year \_\_\_\_\_

Is this a grant funded release?              Yes  No

If yes above, is the grant pending or received?      Pending  Received

In the spaces below, please provide the account numbers and names for the source(s) of funds for released time.

Account number

Account name


\_\_\_\_\_  
Faculty member's signature Date

### Approvals

Chair \_\_\_\_\_ Date \_\_\_\_\_

Dean \_\_\_\_\_ Date \_\_\_\_\_

Vice President for Academic Affairs \_\_\_\_\_ Date \_\_\_\_\_

OSRP \_\_\_\_\_ Date \_\_\_\_\_

