

San Diego Community College District

APPLICATION FOR LOAD BANKING

Faculty Name:

Employee ID:

Department:

Dean:

Date:

Load Banking Plan – Course to be Banked

Semester/Year Date Banking	CRN and Course Name	FTEF to be Banked (max: greater of the FTEF of one CRN or 0.20 FTEF)
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An instructor may only bank up to the greater of the FTEF of one CRN or .20 FTEF of the overload assignment worked in any one (1) semester.

The maximum amount of Load Credit that may be accumulated is 1.0 FTEF of a full semester workload.

This request form must be submitted to the faculty member's immediate supervisor, department timekeeper and Human Resources (loadbanking@sdccd.edu) in writing prior to the first day of instruction of the semester during which the banking will take place. Retain one (1) copy for your records.