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| --- |
| College of Click or tap here to enter text.Approval of Offsite Location |
|  |
| Program Information |
| Program name | Click or tap here to enter text. |
| Degree | Click or tap here to enter text. |
| Home department | Click or tap here to enter text. |
| Location | Name Click or tap here to enter text. |
|  | Address Click or tap here to enter text. |
|  | City, State, Zip Code Click or tap here to enter text. |
| Contact person | Name and title of main faculty member working on the programClick or tap here to enter text. |
|  | Phone number Click or tap here to enter text. |
|  | Email address Click or tap here to enter text. |
| Anticipated start date | Term/Year Click or tap here to enter text. |
| Anticipated end date | Term/Year (if applicable) Click or tap here to enter text. |
|  |  |
|  |  |
| Required Attachments |
| Budget |  |
| Signed agreement (e.g., MOU) |  |
|  |  |
|  |
| Approvals |
| Department Chair -Print name |  |
| -Signature |  |
| -Date |  |
| Dean -Print name |  |
| -Signature |  |
| -Date |  |
| Academic Finance -Print name | Brenda Grant |
| -Signature |  |
| -Date |  |
| Vice Provost or Dean -Print name | *Appropriate VP/Dean – Margaret Traband (undergrad) or Amanda Bryant-Friedrich (grad)* |
| -Signature |  |
| -Date |  |
| Provost -Print name |  |
| -Signature |  |
| -Date |  |