|  |  |
| --- | --- |
| 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 program  Click 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 |  |