

All requests must be approved by the Dean and the Vice President of Academic Affairs at least 5 business days before the date of the visit. The instructor is responsible for making arrangements if facilities other than the assigned classroom are required. The instructor must be present in the classroom during at the time of visit.

CLASS INFORMATION

Course	Section	Term/Year	Instructor's Name
Date of Visit (MM/DD/YY)	Time/s	Room Number	

GUEST SPEAKER INFORMATION

Name	Occupation/Position	Name of Organization/Affiliation	Subject Matter of Presentation

APPROVAL

_____	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	_____
Dean			Date
_____	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	_____
Vice President, Academic Affairs			Date