Bates | CENTER FOR GLOBAL EDUCATION

Short Term Off-Campus Course Approvals

Submitted by instructor:

_____	_____	_____
Print name	Signature	Date

Approved by department/program chair:

_____	_____	_____
Print name	Signature	Date

If a second instructor:

Submitted by instructor:

_____	_____	_____
Print name	Signature	Date

Approved by department/program chair:

_____	_____	_____
Print name	Signature	Date

Reviewed by the Financial Office:

Heather Ward, Assistant Director of Accounting:

_____	_____	_____
Print name	Signature	Date