

CLASSROOM GUEST SPEAKER REQUEST

1. FACULTY MEMBERS ARE RESPONSIBLE FOR THE SELECTION, COORDINATION, AND/OR SCHEDULING OF CLASSROOM GUEST SPEAKERS.

2. THIS FORM MUST BE SUBMITTED TO THE OFFICE OF ACADEMIC AFFAIRS AT LEAST 3 DAYS BEFORE THE GUEST SPEAKER PRESENTATION DATE.

TO: VICE PRESIDENT, ACADEMIC AFFAIRS

FROM (INSTRUCTOR): _____ **DATE:** _____

DEPARTMENT: _____

PROGRAM: _____ **DATE:** _____ **TIME:** _____

LOCATION: _____ **COURSE:** _____

TOPIC OF PRESENTATION: _____

SPEAKER: **NAME:** _____

ORGANIZATION: _____

ADDRESS: _____

PHONE: (____) _____ **EMAIL:** _____

BACKGROUND IN RELATION TO PROGRAM: _____

REQUESTOR: _____

DATE: _____

DEPT. CHAIR APPROVAL: _____

DATE: _____

DEAN APPROVAL: _____

DATE: _____