

**Pre-Approval Site Visit Report Form\***

***\*For use when dual credit course requires a site visit for pre-approval of facility and/or equipment***

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| **FACULTY LIAISON INFORMATION** |
| Name of Faculty Liaison:  Date of Visit: Arrival Time: Departure Time: |
| **HIGH SCHOOL - CAREER/TECHNICAL CENTER INFORMATION** |
| Name of Dual Credit Instructor or School Representative: Name of High School or Career/Technical Center: ***Seeking approval to offer:***  VU Course Number: VU Course Name:  VU Course Number: VU Course Name:  VU Course Number: VU Course Name:  VU Course Number: VU Course Name: |
| **DESCRIPTION/COMMENTS** |
| Brief description of your visit:  The facility/equipment meets the requirements as set forth by the VU department: Yes  No, the following criteria must be met for approval (use separate page if necessary): |

\*A typed name below serves as an electronic signature when this report is sent from a VU email address.

**\*Faculty Liaison Signature: \_ Date: \_**

Note: A copy of this form must also be sent to the division dean.

Revised 8.1.17