



**Signatures**

**Not  
Recommended**

**Recommended**

**Highly  
Recommended**

\_\_\_\_\_  
**Department Chair**

\_\_\_\_\_  
**Date**

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**Dean**

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**Date**

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**Provost**

\_\_\_\_\_  
**Date**

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- Load absorbed**
- Substitute Necessary**
- Additional Funds Required**  
(Explain)

**PART III TO BE COMPLETED BY PRESIDENT**

**PRESIDENT** \_\_\_\_\_

**Approved**

**Disapproved**

**DATE** \_\_\_\_\_