

## Travel Permission Form

### DUKE GLS Program

Student Name: \_\_\_\_\_

During the semester, I will have to miss classes in order to travel to \_\_\_\_\_.

1) The purpose of my trip is as follows:

2) During my trip I will miss the following classes:

- Date: \_\_\_\_\_ **Course 1:** \_\_\_\_\_ Professor: \_\_\_\_\_.
- Date: \_\_\_\_\_ **Course 2:** \_\_\_\_\_ Professor: \_\_\_\_\_.
- Date: \_\_\_\_\_ **Course 3:** \_\_\_\_\_ Professor: \_\_\_\_\_.
- Date: \_\_\_\_\_ **Course 4:** \_\_\_\_\_ Professor: \_\_\_\_\_.

3) I have discussed this trip with the program Associate Dean and with the Professor(s). We have devised the following plan so that I can make up for the lost classes with minimal penalties for missing these classes:

- Makeup plan for **Course 1:**
- Makeup plan for **Course 2:**
- Makeup plan for **Course 3:**
- Makeup plan for **Course 4:**

Signature:

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Professor: \_\_\_\_\_ Date: \_\_\_\_\_

Professor: \_\_\_\_\_ Date: \_\_\_\_\_

Professor: \_\_\_\_\_ Date: \_\_\_\_\_

Professor: \_\_\_\_\_ Date: \_\_\_\_\_

Associate Dean: \_\_\_\_\_ Date: \_\_\_\_\_

GLS Program Manager: \_\_\_\_\_ Date: \_\_\_\_\_