**Program Director Change Request Form**

**Date** Click here to enter date

**Your Name** Click here to enter your name

**Your Phone Number** Click here to enter your campus phone number

Please check the appropriate box for the change you are requesting and fill in the required information. Also, please **attach documentation of approval** from the Dean/Supervisor or current Program Director to authorize this change.

**Program Director Change**  **Addition**

Name of Program Director to be Removed Click here to enter name

Name of New Program Director to be Added Click here to enter name

Email Address of New Program Director Click here to enter email address

Has the New Program Director participated in the Program Director Training?

Yes  No  (If no, we will contact them to schedule training)

Make this effective for Project Number(s) Click here to enter project number

**Alternate Program Director** **Change** **Addition**

Name of Alternate Program Director to be Removed (if applicable) Click here to enter name

Name of Alternate Program Director to be Added Click here to enter name

Email Address of New Alternate Program Director Click here to enter email address

Make this effective for Project Number(s) Click here to enter project number

**View Only Access Request Change** **Addition**

Name of TU employee to be Removed (if applicable) Click here to enter name

Name of TU employee to be Added Click here to enter name

Email Address of TU Employee Click here to enter email address

Has the TU employee participated in the Foundation Reports “NXT” Training?

Yes  No  (If no, we will contact them to schedule training)

Make this effective for Project Number(s) Click here to enter project number

**Additional Comments** Click here to enter comments