



**APPENDIX B  
Institutional Approval Form**

- Application to Teach in an Existing TnCIS Study Abroad Program  
 Proposal for a New TnCIS Study Abroad Program

Faculty member, \_\_\_\_\_, from your institution has applied to teach in an existing TnCIS program or proposed a new study abroad program with TnCIS. Per TBR policy, all international programs must be approved by the institution of the applicant/proposer. All documentation has been attached to this cover page and should be reviewed by the appropriate officials at your institution in order to approve the application or program proposed. Please contact the TnCIS office at 865-539-7279 if you have any questions.

The following should be attached to this cover page:

1. The faculty member's completed application; or the new program submission form and proposal
2. Faculty CV (short form)
3. Proposed course syllabus

**Signatures below indicate that the attached documentation has been reviewed and approved for inclusion in an existing or proposed TnCIS program. Signatures also indicate that the faculty member is SACS qualified to teach the proposed course at**

\_\_\_\_\_  
*Name of TnCIS Member Institution*

**Approval by appropriate campus supervisor(s):** \_\_\_\_\_  
*Printed Name*

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

**Approval by Dean (if applicable):** \_\_\_\_\_  
*Printed Name*

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

**Approval by CAO:** \_\_\_\_\_  
*Printed Name*

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

**Approval by President:** \_\_\_\_\_  
*Printed Name*

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

**Approval by TnCIS campus representative:** \_\_\_\_\_  
*Printed Name*

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

**IMPORTANT:** After all signatures are received, please fax *only* the completed signature cover page to TnCIS at (865) 539-7613. Do not fax any other supporting documentation. Electronic versions of all documents have already been received through the online application process.