**AAARG On-Campus Academic Activity Request**

In-person, academic activities that take place outside the regular class time must have prior approval. The Academic Affairs Advisory Restart Group (AAARG) reviews requests for academic activities and makes recommendations to appropriate decision makers. Use this form to inform AAARG of your event/activity and describe protocols in place to maintain a safe and healthy environment.

Prior to completing this request, review the UNT System COVID Response Guidelines at [www.untsystem.edu/covid-response-guidelines](http://www.untsystem.edu/covid-response-guidelines)and consult with your department’s leadership for guidance and support. Submit the completed Academic Activity Request Form to Brenda Kihl at [Brenda.kihl@unt.edu](mailto:Brenda.kihl@unt.edu). The review and approval process may take up to 2 weeks.

**Name of Requestor:** Click or tap here to enter text.

**Department/Unit:** Click or tap here to enter text.

**Event Details**

**Name of Event/Activity:** Click or tap here to enter text.

**Course(s) or Program(s) requiring the Event/Activity:** Click or tap here to enter text.

**Date/Time of the Event/Activity:** Click or tap here to enter text.

**Preferred Location:** Click or tap here to enter text.

**Anticipated Attendance:**

(Attendees may include students enrolled in the associated course(s) and limited participation by additional faculty and staff. Outside visitors are currently restricted from the UNT campus.)

**Who will attend the event/activity:** Click or tap here to enter text.

**Number of Students in Course Attending:** Click or tap here to enter text.

**Number of Faculty Attendees:** Click or tap here to enter text.

**Number of Other Attendees:** Click or tap here to enter text.

**Explain how this event/activity supports course or program learning outcomes and why it must be in-person, rather than virtual:**

Click or tap here to enter text.

**If participation in the event/activity is required for the course, what options are available to students if they are unable or unwilling to attend due to COVID-related concerns?**

Click or tap here to enter text.

**Describe the procedures that will be used during the event/activity to maintain appropriate social distancing, PPE and a clean environment consistent with UNT Guidelines:**

Click or tap here to enter text.

**If there will be food at the event, describe the sanitation measures that will be in place:**

Click or tap here to enter text.

**Additional information:**

Click or tap here to enter text.

Thank you for putting this added effort into your planning to support a healthy environment at UNT. If you have questions about this form, please contact Brenda Kihl at [brenda.kihl@unt.edu](mailto:brenda.kihl@unt.edu).