



Study abroad preliminary approval form for faculty

DUE to IP For Maymester & Summer programs: October 15
DUE to IP For Fall programs: January 30
DUE to IP For Spring programs: April 15

INSTRUCTIONS FOR LEAD FACULTY: Faculty wishing to submit a proposal to lead a faculty-lead study abroad program must first obtain preliminary approval from their department chair and school dean.

Name of proposed program:		Location(s):	
Term in which it will be offered: () Fall () Spring () Maymester () Summer		Duration of program:	
Will sessions of the class also be held on-campus either before or after the travel dates?			
Lead faculty person:		Please list any other faculty or staff who will participate:	
Requested salary for each faculty/staff:			
Course(s) being offered:		Level of course(s): () UG () Masters () Doctoral	
Are these currently existing courses? If no, please note you will also need to submit a course approval form to the Academic Affairs Committee. () yes () no			
Will this be an overload or part of the normal faculty load for the term? Please list for each faculty.			
Anticipated maximum enrollment:		Anticipated minimum enrollment:	

DEPARTMENT CHAIR: I have reviewed the information above and have verified that this program will not adversely affect course rotation, or any other planned study abroad offerings by my department

Name (printed)	Signature	Date
SCHOOL DEAN: I have reviewed the information above and have verified that the courses being offered in this program are appropriate for and will be complemented by international study.		
Name (printed)	Signature	Date