



**Study abroad preliminary approval form for faculty**

**DUE to IP For Summer 2010 Programs:      October 15**  
**DUE to IP For Fall 2010 Programs:         January 30**  
**DUE to IP For Spring 2011 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.

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

**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**

<b>Name (printed)</b>	<b>Signature</b>	<b>Date</b>
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**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.**

<b>Name (printed)</b>	<b>Signature</b>	<b>Date</b>
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