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**Request for Approval of Study Abroad/International Experiential Learning Program**

\_\_\_\_\_Program for credit \_\_\_\_\_\_Non-credit program

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Program Title Dates of Program

Attach a description of the proposed program including the following information:

1. nature and purpose of the program
2. description of the academic component including type and number of credit hours to be awarded, number of contact hours, method of evaluation, course title(s) and number(s)
3. examples of course-related activities/excursions outside the classroom
4. projected number of students and faculty
5. projected cost to each student
6. amount and source of faculty compensation
7. program affiliations (include MOU)
8. security and travel arrangements
9. countries and cities to be visited
10. recruitment plan

(Please include CV)

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Faculty Lead for Study Abroad Program Date

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Provost Fellow of International Education Date

I have verified that the faculty member’s teaching workload and commitments are within the university’s policy guidelines.

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Department/Division Head Date

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Dean Date

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\*Provost Date

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\*\*Chief Business Officer Date

\*\*For new programs initiated that require a MGA budget, approval from the Chief Business Officer will be required.