REQUEST TO CONDUCT A FACULTY-LED STUDY ABROAD PROGRAM

This form must be completed for any course in which there is an off-campus travel component as defined in the faculty-led off-campus program policy and must be accompanied by all required documents listed below.

TERM:
- Summer ______
- Fall ______
- Winter ______
- Spring ______

Course number and Title: __________________________________________________________

Off-Campus Location: ____________________________________________________________

Dates of travel: __________________________________________________________________

Faculty Coordinator: ______________________________________________________________

Additional Faculty (if applicable) __________________________________________________

The following documents are to be attached to this form:

- Course Description for existing course, or New Course Proposal Form for new or Special Topics
  
  Course must address the nine questions contained in the instructions
  http://www.oneonta.edu/admin/registrar/pages/newcourse_inst.asp

- Course Syllabus: showing how the travel piece fits into the student learning outcomes of the course

- Travel Itinerary: this should include where, when, lodging, and travel to and from site

- Line Item Budget (if applicable)

By submitting this request, I agree to adhere to the college's policies regarding faculty-led off-campus programs and will follow the procedures as outlined by the Office of Continuing Education.

Instructor of Record Signature: __________________________ Date: ______________

Approved by Department Chair: __________________________ Date: ______________

Approved by Academic Dean: __________________________ Date: ______________

Approved by Director of OIE: __________________________ Date: ______________

Approved by Provost: __________________________ Date: ______________