

Education Abroad Program Proposal Form

Program Leader Name(s)	
Department(s)	
Program Leader Phone Number(s)	
Program Leader Email(s)	

Program Term	<input type="checkbox"/> Fall Semester <input type="checkbox"/> Spring Semester <input type="checkbox"/> Summer <input type="checkbox"/> Winter Break <input type="checkbox"/> Spring Break
Program Dates	
An Anticipated Frequency of Program Offering(s)	___ One Time ___ Two Times
Program Country(ies)	
University Affiliation in Country (if applicable)	
Program Service Provider (in country logistics, if applicable)	Name: Email: Phone:
What is your ideal group size?	
Total # of credits per student	
Are there any Pre-requisites for the course(s)	

Proposed Course Numbers(s) and Title(s)

The course(s) will be counted for:

- Liberal Education _____
- Major _____
- Minor _____
- University Elective _____
- Internship _____
- Graduate _____

Students are likely to be drawn from the following majors:

Upon approval from the Provost to offer this Education Abroad program, I agree to the following terms:

1. I agree to recruit a sufficient (12 per program leaders) of students to maintain a viable program. The University may approve the program with fewer full-fee-paying students as a first-time program.
2. I agree to consult with the Center for International Studies (CIS) before canceling a program.
3. I agree to consult with CIS in developing the program costs and include the CIS application and administrative fee in the budget.
4. I am responsible for organizing program-specific orientation sessions prior to departure and in-country for the program participants.
5. I will participate in a faculty workshop administered by CIS.
6. I will provide CIS with proper receipts for all program-related expenses within 30 days after return from the program.
7. I agree to enforce the University Code of Conduct.
8. Upon completion of the program, I will provide a final report--including an analysis of assessment data on students' academic and international experience and suggestions for future improvement--to the University International Advisory Council within 30 days of end date of program.

Program Leader Signature(s) _____

Date: _____

All proposals must have signatures for steps 1 and 2 below before submission to the Center for International Studies.

Step 1. Departmental Recommendation: Yes _____ No _____

Chair's Signature Date
Comment:

Step 2. Dean's Recommendation: Yes _____ No _____

Dean's Signature Date
Comment:

Step 3. Submit to CIS – CIS will perform an assessment of program risk, health, safety, security and will submit to UIAC with Matrix of assessment attached to the proposal. _____

Step 4. University International Advisory Council Recommendation: Yes _____ No _____

UIAC Chair Signature Date
Comment:

Step 5. CIS - AVP Approval: _____
Date

Step 6. Provost Approval: Yes _____ No _____

Provost's Signature Date

Program Proposal Deadlines:

**October 1 for December 1 decision for program offered the following year winter break or after.
April 1 for June 1 decision for program offered the following year Summer or after.**

Exceptions: If the proposal request is out of the timeline and needs approval for extenuating circumstances, then the proposal will need to be submitted to the Provost, who will decide if the UAIC should consider the proposal outside of the standard timeframe.