ACADEMIC: If study tour is offered by multiple departments, separate forms are required from each department. A specific number of credits must be determined adhering to the course catalog listing (no variability). This form must be approved 12 months before the course schedule is released.

Instructors/Coordinators (all who travel):

____________________________________________________________

TOPIC | ___ | ___ | ___ | ___ | ___ | ___ | ___ | ___ | ___ | ___ | ___ | ___ | ___ | ___ | ___ | ___ | ___ | ___ | ___ | ___ | ___ | ___ | ___ | ___ | ___ | ___ | ___ | ___ | ___ | ___ |

(TRANSCRIPT TOPIC LIMITED TO 30 CHARACTERS/SPACES - ABBREVIATE IF NECESSARY)

Course Start/End Dates (including on-campus meetings): ______________ to ______________ Term: ______ Year: 20_____ Grades due 48 hours from course end date!

Proposed Travel Dates: ______________ to ______________ Destination(s): _______________________________________________________

Prerequisites: ___________________________________________________________ Catalog prerequisites will also be applied.

Minimum Enrollment in Course (without audits): ____________ Maximum Enrollment in Course: ____________ (with audits).


ACADEMIC INFORMATION: Please attach course syllabus to this document.

PROGRAM COSTS: A detailed program budget should be attached to this form including costs covered by the Special Course fee and student out of pocket cost estimates. For assistance developing a budget, contact ISS/SA.

TO BE COMPLETED BY ISS/SA OFFICE:

Study Abroad Fee: $100 (Acct: 128-16-3200-2-9323 #PRJ62TI) to be charged upon program acceptance.

Study Abroad Contingency Fee: $50 (Acct: 128-16-3200-2-9323 #PRJ62TH) to be charged upon program acceptance.

Study Abroad Insurance Fees: $__________ (Acct: 128-16-3200-2-9323 #128998C) to be charged upon program acceptance

Program Fee: $__________ (Acct: 128-16-3200-2-9323 #__________ ) Total Study Abroad Fees for this program: $________

REQUIRED SIGNATURES:

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Provost Office: Please return this form to ISS/SA Office for distribution to Faculty, Dept. Chair, Dean & Registrar, Cashier