



Faculty-led Study Abroad Checklist

Course Proposal Process		Please indicate below		
<i>12-6 months prior to departure</i>		Yes	No	Not Applicable
1	Faculty-led Proposal form completed			
2	Syllabus Included with proposal			
3	Itinerary Included with proposal			
4	CEIE Course Proposal Form Included with proposal			
5	Course Proposal Approved by Chair			
6	Course Proposal Approved by Dean			
7	MOU submitted to International Programs, if applicable			