



Academic Study Tour Proposal

Tour contracts must be signed by the university's Procurement Officer, and this proposal form with approvals submitted to the Procurement Officer and Study Abroad Director prior to recruitment and enrollment of participants (at least six months prior to departure). Participants will purchase insurance through the university.

Faculty/Staff Tour Leader

Name: _____

Department: _____

E-mail: _____

Telephone: _____

Co-Leader(s)

Name: _____

Department: _____

E-mail: _____

Telephone: _____

Name: _____

Department: _____

E-mail: _____

Telephone: _____

Academic Study Tour-Course Details

Destination(s): _____

Dates: _____ **Academic Term:** _____

Tour Company(s): _____

Course Prefix/Number/Title: _____

Course Credit: _____

Enrollment Minimum: _____ Enrollment Maximum: _____

Student Eligibility Requirements: _____

Is this study tour open to community participants? Yes _____ **No** _____

Brief Tour-Course Description (and attach preliminary syllabus and tour itinerary including estimated costs. Indicate what expenses are not covered in the tour package.)

Proposal Review and Approval

Department Chair(s) _____ **Date** _____

Dean/Supervisor _____ **Date** _____

VPAA/Supervising VP _____ **Date** _____

Received by Procurement Officer _____ **Date** _____

Received by Study Abroad Director _____ **Date** _____