**Faculty Led Travel Programs Checklist**

Program name (please state):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department sponsor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Check off if proposal answers following questions:

\_\_\_\_\_\_\_Budget, including resources needed and the number of students required   
 to make the program viable

\_\_\_\_\_\_\_Description of how this program fits/meets the academic and/or   
 scholarly goals of the department

\_\_\_\_\_\_\_What semester offered/What year to start

\_\_\_\_\_\_\_Similar offerings by other departments or colleges

date

Chair approval\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

date

Dean’s approval \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Comments: