**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: