TAMU-CC Study Abroad Office
Faculty-Led Course Proposal Form

INSTRUCTIONS: Please complete all fields, using a separate form for each course proposed. Obtain the necessary signatures and then submit to Study Abroad Office (University Center, 226). This information will be used to obtain approval from the Texas Higher Education Coordinating Board to teach the course abroad for resident credit. Also this information will be used for promotion purposes.

COURSE NUMBER & TITLE: __________________________________________________________

CREDITS: ______________________________________________________________________

FACULTY-LED PROGRAM DATES: ___________ LOCATION: ____________________________

SUBMITTED BY: ______________________ DEPARTMENT: ____________________________

COURSE PROPOSAL SUBMITTED FOR (check one):
Maymester ( ) Summer I ( ) Summer II ( ) Other ( )

Course Prerequisite/s: __________________________________________________________________________

FACULTY SIGNATURE: ______________________________________________________________________

ATTACH YOUR COURSE SYLLABUS TO THIS COVER SHEET

Course Syllabus needs to include all required components and a basic weekly class schedule.

Additional information you might include in the proposal as an attachment:

1. Other organizations, schools, or government institutions involved in this study abroad program if any.
2. If you have already initiated some arrangements with any travel agents, tour providers or on-site assistants, you might provide their contact information.
3. Initial list of places you might be visiting: universities, museums, historic sites, organizations, etc.

CAMPUS APPROVALS: All signatures should be obtained before announcement and promotional activities; prior to approval, promotional material must indicate that program is pending approval. Department chair/dean signatures indicate approval of course offering and willingness to fund a full salary for a course that meets the enrollment guidelines of your College.

Department Chair: ____________________________ Date: __________

Dean/Designee: ____________________________ Date: __________

Head, Academic Programs Abroad: ________________ Date: __________

Associate Vice President for Academic Affairs: ________________ Date: __________

Provost/Academic Vice President for Academic Affairs:
____________________________________________________________________________ Date: __________