Faculty-led Study-in-America/Off-Campus Program Proposal Checklist

To request approval to offer a faculty-led Study-in-America/Off-Campus program, you must submit all of the required forms to the Office of Distance and Extended Learning (ODEL) on or before the established deadlines. Please follow this checklist when submitting your final proposal. Each faculty member teaching a course must submit this documentation.

Note: All new programs must be approved by the ODEL before a faculty member may submit a final proposal.

☐ PPS 2.03 Attachment A
   Part 1: Application for Study Abroad/Study-in-America/Off-Campus Course. The course title should match the ones listed in the most recent course catalog. Obtain signatures from your department chair and dean(s) before submission to the Office of Distance and Extended Learning (ODEL).
   Part 2: Travel/Study Program General Release. Sign and date.

☐ PPS 2.03 Attachment B – Certificate of Compliance, required when traveling outside the state of Texas. Sign and date.

☐ Budget Form. Make sure the dates match the ones in Attachment A. Once completed, sign and date.

☐ Program Faculty Responsibilities. Sign and date.

☐ Course syllabi. Ensure all dates, course numbers and titles are correct.

☐ Course bibliography.

☐ Program Itinerary. Ensure that the dates match the ones in Attachment A

☐ Scheduled Excursions and Activities Form. List each activity and excursion included in your program, along with a brief explanation of how each is connected with course content.

☐ Program Guests Form (if applicable). List any family member(s) and or friend(s) that will accompany you.

☐ Program Assistant Form (if applicable). Must be signed by the assistant, APD, chair and dean. Attach assistant resume.

☐ Third-Party Provider Program Services Form (if applicable).

All forms can be found on the Extension Studies Faculty Information webpage.