**Proposal for Faculty-Led Study Abroad Program**

**COVERSHEET**

**<Program Title>**

A. Applicant: <name, position/title, department, e-mail>

B. Trip Leaders: <name, position/title, department, e-mail for all proposed trip leaders>

C. Anticipated Number of Students: <number>

D. History of Program? (mark relevant program & enter prior enrollment for established program)

 \_\_\_ new program

 \_\_\_ established program with <no. of student previously enrolled>

E. Program Term, Course Number(s)/Title(s), Credits:

 Program Term: <e.g., Fall, Winter Break, Spring, Intersession, Summer>

 Course Number(s): <dept. prefix & no.>

 Course Title(s): <short title>

 Credits: <no. of credits>

F. Proposed Trip Destination(s) & Dates: <destination(s) & dates>

G. Amount Requested from Study Abroad Allocation Committee: <$-amount>

H. Total Proposed Budget: <$-amount>

I. Compliance with UBPPM 2710: The applicant has read, understands, and will adhere to UNM Policy 2710.

J. Signature of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

K. Approval Signature by Chair/Director/Dean of Financially Responsible Unit:

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 <print name, position/title, department>