

Dean's Approval Form

All sponsored and/or official university international trips (i.e., faculty-led, int'l ambassador, int'l summer program, etc.) must be approved by your Dean **BEFORE** planning and coordinating the international trip.

1.	Title of Faculty-Led Trip or Destination	Today's Date
2.	Title of Course(s) –(if applicable) NOTE: You must be <u>qualified</u> to teach the courses listed.	
2a.		
3.	Is this course part of your regular course load? () Yes () No	
4.	Dates of Travel	
5.	Name of Lead Faculty	
6.	UIW Office #	P.O. Box
	Phone	Email
Complete only if applicable		
7a.	Name of Co-Faculty	Phone
		Email
7b.	Name of Co-Faculty	Phone
		Email
7c.	Name of Alternate Faculty	Phone
		Email
Complete only if applicable		
8.	Have you applied for, or are you now receiving, support for this trip? Yes No If yes please complete 8a.	
8a.	Source of funds?	How much?
Complete only if applicable		
9.	Please check the materials accompanying this application.	
	<input type="checkbox"/> Itinerary	<input type="checkbox"/> Budget
	<input type="checkbox"/> Proposal (maximum 5 pages single-space)	
	<input type="checkbox"/> Course Outline	
10.	Dean's Comments:	
	Dean's Signature _____	
	*Dean's signature required to approve the international trip.	

NOTE: Please submit a copy of the approved form to the Study Abroad Office.