



COLLEGE of FINE ARTS

Domestic Faculty Led Program Interest Form

As per TCU Global, "Leading study abroad [and study away] programs requires a 12 – 15 month preparation process."

Complete this form for any faculty led domestic program. Submit completed form, syllabi, tentative itinerary/schedule while traveling, and budget to: j.bubonia@tcu.edu

Deadlines for Submission: **November 15** for *Summer and long domestic study away programs.*

For *Short domestic study away programs* (1 to 4 days) the submission deadline is any time but no less than **8 to 12 weeks in advance of travel.**

- Name of Program Leader 1 _____
 Department/School _____
 Email _____@tcu.edu Phone ext. _____
 Name of Program Leader 2 _____
 Department/School _____
 Email _____@tcu.edu Phone ext. _____

2. What is the purpose/focus of the program?

3. Will students be enrolling in a class for credit? Yes or No

If no, please explain why.

If yes, list the proposed course offering(s) and attach a syllabus for each course to be considered. All courses for consideration must already be approved and in the TCU Undergraduate or Graduate Catalog.

Course Designation & Number	Course Title	Core Designation if applicable	Does this fulfill a major or minor requirement?

- Proposed semester/session for program _____
 Proposed total length of the course _____
 Proposed number of days/weeks traveling _____
- What is the proposed location(s) for travel (Cities and States)?

6. Who is the target audience for the program? *Check all that apply*

- Undergraduate Graduate

Describe the types of students and their classifications this program would be of interest to? (majors, minors, certificate programs).

7. Are there any questions or additional considerations to be aware of?

Domestic and non-credit earning study abroad programs only, please complete questions 8-11.

8. What is the target number of students for this program? _____

9. What proposed provider(s) are you considering?

10. Attach the proposed budget for the and tentative itinerary/schedule while traveling.

11. How do you propose the program will be funded? *Check all that apply*

- Student Program Fees
 Departmental Funds (please specify Fund, Account, and Project numbers)

F _____ A _____ P _____

- Fundraising (please specify the deadline) _____
 Other (please specify)

By signing this form you are 1) confirming the information above is correct and 2) you understand the [TCU Global Programs Policy: Study Abroad and Study Away Programs](#) and the [Policy on University Travel](#) and how they apply to this program.

Program Leader 1 Signature

Date

Program Leader 2 Signature

Date

You will be notified of the program status by:

Short Domestic Programs (1 to 4 days)

- 10 business days following submission.

Longer Domestic Programs

- December 1 for programs offered the following academic year.

**College of Fine Arts study away programs approved to move forward for further consideration must follow the next steps outlined in the CoFA Handbook, CoFA Faculty Led Travel Program Policies and follow the process and deadlines.*

ACADEMIC DEPARTMENT/SCHOOL USE ONLY

By signing this form you are 1) Confirming the accuracy of information, 2) In support of this program moving forward for further consideration and 3) You understanding the [TCU Global Programs Policy: Study Abroad and Study Away Programs](#) and the [Policy on University Travel](#) and how they apply to this program. Submit completed form, syllabi, tentative itinerary/schedule while traveling, and budget to: j.bubonia@tcu.edu

Dept. Chair/School Director Signature

Date

I approve without reservation

I have concerns/edits needed

Comments:

ACADEMIC DEAN'S OFFICE USE ONLY

Dean's Signature

Date

Decisions

Approved to move forward for further consideration

Partially Approved Pending Further Information

Denial

Deferred

Additional comments: