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| **COVER SHEET** |
| **Is this a new program or ongoing program?**  | € New Program € Ongoing Program |
| *For ongoing programs, provide dates or terms in previous years when course or program was offered?* |
| **Title of Proposal:** |  |
| **Proposers Name & Rank** | **Dept. & Campus Address** | **Phone #/Ext.** | **Email Address:**  |
|  |  |  |  |
|  |  |  |  |
| **Program Dates:**  |  | **Estimated program Fees: $** |  |
| **Program Location: (City, Country)** |  | **# of Days in Host Country:** |  |
| *Additional Locations to be visited:* |  |
| **Dept./Course #** | **Course Title** | **# Credit Hours** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Target Enrollment/# of Participants:**  |  | **Distribution of students:** \_\_\_\_ FR \_\_\_SO \_\_\_ JR \_\_\_SR \_\_\_GR \_\_\_Post GR |
| **Target Audience:**  | € TAMUCC Students € Regional € Statewide € National |
| **Abstract/Brief Program Summary:**  |
| **Checklist:** |
| **NEW PROGRAMS:** € Cover Sheet€ Detailed Narrative -Abstract/Summary-Program Purpose-Program Preparation by faculty/leaders-Course Syllabus -Detailed Itinerary€ Justification Memo€ Budget Worksheet | **ONGOING PROGRAMS:** € Cover Sheet€ Detailed Narrative-Statement of Program History-Recommendations from past program-Program Purpose-Program Preparation by faculty/leaders-Course Syllabus-Detailed Itinerary€ Justification Memo€ Budget Worksheet |
| **Required Signatures:**  |
| Faculty Signature: |  |
| Faculty #2 Signature:  |  |
| Dept. Chair Signature: |  |
| College Dean Signature:  |  |
| OIE Signature:  |  |
| Provost/VP Acad Affairs Signature:  |  |