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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** |
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| **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: | | |  | | | | | | | | | | | |