

Auburn University

Auburn University, Alabama 36849-5159

Office of International Education
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AUBURN ABROAD

Program Planning Approval/Referral Form (Version 9/9/05)

Please complete this form, obtain the signature of your Department Chair and Dean and RETURN THIS FORM to OIE, 201 Hargis Hall. This form provides the authorization needed to begin working with you on your Auburn Abroad program. This includes the identification of: resources needed, logistics planning, time lines, vendor support, budgets/ breakeven numbers, marketing and publicity, etc.

Proposed Program Concept:

Proposed Program's Name	
Location(s) of Program: City/Country	
Name/Location of other universities or service providers involved:	
Proposed start Date/Semester	
Duration (# weeks)	
Targeted Number of Students	
Targeted Type of Student	Majors: (If applicable): _____ Level: _____
<ul style="list-style-type: none">• Brief Program Description (Please attach draft academic syllabus):<ul style="list-style-type: none">•	
<ul style="list-style-type: none">• Attach a narrative describing any experience you have had with leading, participating in or accompanying a study abroad program in the past.<ul style="list-style-type: none">•	

Proposal Submitted by:

Print Name Department Date

SIGNED _____

Referral for support approved by:

SIGNATURE: Department Chair Department Date

SIGNATURE: Dean of College College Date

When completed RETURN TO – OIE, AUBURN ABROAD, 201 HARGIS HALL.