

Faculty-Led, Short-Term Study Abroad Program Intent to Lead Form

Academic Year 2023-2024

Fall 2023, Spring 2024, Summer 2024

The Intent to Lead Form is required for all faculty-led programs. In addition to this form, the Program Proposal Form and budget must be received before the study abroad application is available to students. This form must be approved by your department chair before the Education Abroad Office will post or market the course.

Faculty Leader Name:		Email:	
School/College:		Department:	
Have you led or co-led a faculty-led program before?		<input type="radio"/> Yes	<input type="radio"/> No

Co-Leader Name (if applicable):		Email:	
School/College:		Department:	
Have you led or co-led a faculty-led program before?		<input type="radio"/> Yes	<input type="radio"/> No

Program Name:		Country:	
Enrollment Term (Program Travel), Student Application Deadline:			
<input type="radio"/> Fall Semester (Winter Break), Sept. 8		<input type="radio"/> May Session* (Summer–May Term), March 15	
<input type="radio"/> Spring Semester (Spring Break), Jan. 26		<input type="radio"/> Summer* (Summer I–June), March 15	
<input type="radio"/> Spring Semester (May Abroad), Jan. 26		<i>*Students pay additional summer tuition for courses in these terms.</i>	
Proposed Start Date:		Proposed End Date:	
Is this a new or recurring program?		<input type="radio"/> New <input type="radio"/> Recurring, Last Ran:	

Has this course successfully completed the university's course approval process? <input type="radio"/> Yes <input type="radio"/> No	
SIS Course Code (e.g. UNIV 100):	Section Number:
SIS Course Title (if different from program name):	
Min. Enrollment:	Max. Enrollment: Number of Credit Hours:
Who can enroll in this course?	
If department specific, please provide criteria:	
Pre-requisites as listed in SIS:	
<i>Note: All study abroad courses are required to select Instructor Consent Required in SIS.</i>	

Name of Dept. Assistant or Finance Manager (to be copied on journals):	
Email:	Speedtype to journal program fees:

Have you read the Roles and Responsibilities for Leading Study Abroad Courses with Undergraduate Students document and are you prepared to sign it in the next step?	
<input type="radio"/> Yes <input type="radio"/> No	

Review and Approvals	
Faculty Leader Signature:	Date:
Name of Faculty Leader:	
Co-Leader Signature:	Date:
Name of Co-Leader:	
Department Chair Signature:	Date:
Name of Department Chair:	

Please submit the completed form to Valerie Rambin (var26@case.edu).



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