

[Please print on department letterhead]

Date:

To: Associate Dean Dan Morgan, chair Study Abroad Committee

From: [Your name(s), title(s), department(s)]

Subject: Proposal for new study abroad program: [insert full program name]

The [Department/Program of [insert name]] proposes to add the [insert full program name] as a new study abroad program (Please provide a link to main program webpage). The faculty of [insert name] voted X-Y (with Z abstentions or absences) in favor of this program at the [insert date] department faculty meeting.

Brief details of the program proposed. Examples below:

- Location(s)
- General curriculum offered
 - Main educational goals of the program
 - Does the program offer courses in many departments or only in specific programs?
 - Are all students required to take certain course(s)?
 - Do students directly enroll in a university or a program?
 - Is the instructional quality comparable to that at Vanderbilt University?
- When are programs offered? Fall, spring, full-academic year, summer? Please be clear which options you'd like approved. This needs to be clear for General Counsel to sign a contract with the provider. (Do you want only fall and spring, but not summer? Or summer only? Or all fall, spring and summer?)

The academic rationale for adding the program. For example:

- What courses will be offered?
- Does this provide opportunities for your majors and minors? Opportunities for any Vanderbilt student?
- Immersion opportunities (language, culture, internship, research, service, creative projects)?
- Is this a new country or city?
- Are there other historical, cultural, or physical attributes that will be gained by adding this program?

Any additional details (if needed):

- If this a new provider for VU, how are faculty familiar with this program?
- Will other departments/schools benefit or be impacted by this program?