



FACULTY-LED EDUCATION ABROAD PROGRAM RENEWAL

I. FACULTY-LED PROPOSAL

II. BUDGET PROPOSAL

III. ACCESSIBILITY ASSESSMENT

UAB Education Abroad is committed to providing high-quality academic program offerings to UAB students. By developing a faculty-led program, you are enhancing the opportunities afforded to UAB students while differentiating UAB academics. We thank you for your interest and commitment to developing these high-quality academic experiences and look forward to working in partnership with you. All faculty-led proposals are due in full to Education Abroad by December 1st for Fall programs and May 1st of the prior academic year for Spring and Summer proposals via our [online application portal](#). Upon all approvals of the proposal, the faculty member will receive an email letter of confirmation from the Education Abroad Director.

I. FACULTY-LED PROPOSAL

1. Program Title: _____

2. Program Director(s):

Name	Department	Email

3. Teaching Assistant

If you propose to travel with a teaching assistant on your program, please indicate how their expenses will be paid:

<input type="checkbox"/>	My TA's travel expenses will be paid by my academic department
<input type="checkbox"/>	My TA's travel expenses will be paid by the programs fees and I have included their cost in my budget proposal

4. Course offering(s):

All credit-bearing experiences must attach a syllabus for each course offered to the faculty-led proposal for Dean, Department Chair, and Education Abroad review and approval.

Course Name	Course Number	Credit Hours

If offering more than one course:

Minimum credits in which a participant may enroll: _____

Maximum credits in which a participant may enroll: _____

5. Program Dates:

Select the date range in which your program will depart based on the dates listed on Part 2 Budget Proposal. Application deadlines and term classifications will be applied as shown below according to the departure dates of program.

Program Departure Dates	Term Classification	Student Application Deadline
November 1-31	Fall	July 1
December 1-January 31	Fall	July 1
March 1-31	Spring	November 1
May 1- August 31	Summer	February 1

I. FACULTY-LED PROPOSAL, CONTINUED

6. Location(s) of travel:

City	State/Province/Region	Country

7. Document any changes from prior approved program: (e.g. course change, length, etc.)

II. BUDGET PROPOSAL

Please complete the separate Budget Proposal to determine your program costs per participant. The Budget Proposal must be submitted with your faculty proposal and syllabi to your Dean, Department Chair, and Education Abroad. Education Abroad reserves the right to adjust the budget upon receiving the final copy based on allowable program expenses, viability of program cost, and other factors.

For assistance with completing your Budget Proposal prior to submission, please contact the Education Abroad Director, Ashley Neyer at aneyer@uab.edu.

III. ACCESSIBILITY ASSESSMENT

Please complete the separate Accessibility Assessment if you have altered your destination from previous programming. A new assessment should be completed if you have changed cities and/or countries or added new countries to the program. Each country should be represented within the assessment and if accessibility is different regionally within your program, please highlight this in the assessment.

For assistance with completing your Accessibility Assessment prior to submission, please contact the Education Abroad Director, Ashley Neyer at aneyer@uab.edu.