University of Pittsburgh

Study Abroad Program Proposal Routing Form

Submit this form, completed except for the authorization section below, to the University Center for International Studies (UCIS), 4400 Wesley W. Posvar Hall, at the earliest date possible, in order that UCIS may facilitate preliminary review of this program. This routing form should be accompanied by a complete proposal for a new study abroad program or program change. This routing form does not, in any way, formalize an agreement with a prospective third-party provider(s). It should be used solely to approve the theme, academic component(s), site, budget, and preliminary health and safety protocols for a new study abroad program or program change. Any third party provider(s) with whom the University will partner must complete the University's standard third-party vendor contract. This contract, along with the appropriate routing form should be submitted when the terms of the agreement have been reached.

CITY AND COUNTRY OF FOREIGN SITE:

DATE: **STATUS**: _____ New Program _____ Existing Program

FACULTY MEMBER INITIATOR:

RESPONSIBILITY CENTER:

DEPARTMENT:

AUTHORIZATION - (REQUIRED)

I have read and approve the proposed program budget and logistics:

_____ Date: _____
Jeff Whitehead, Director
Study Abroad Office

I have read and approve the proposed program and curriculum:

_____ Date: _____
Department Chair (if applicable)

I have read and approve the proposed program, budget, and curriculum:

_____ Date: _____
School / College approval (if applicable)

Pending execution of the required contracts, the proposed program is legally sufficient:

_____ Date: _____
Ted Fritz, Associate General Counsel
Office of General Counsel

The Study Abroad Advisory Committee has read and approved the proposed program proposal:

_____ Date: _____
Lawrence Feick, Senior Director of International Programs
Director, University Center for International Studies
Chair, Study Abroad Advisory Committee