

## FACULTY-LED LEARNING ABROAD PROPOSAL

Program Title: \_\_\_\_\_

Sponsoring School:     Nursing     RSBC     Arts & Sciences     Law School

Department: \_\_\_\_\_

Semester Under Which Program Course Offered:     Fall     Spring     Summer

Calendar Year:     2027

Education Level (Open To):     Undergraduate     Graduate     Both

Minimum CGPA Required: \_\_\_\_\_    Major GPA Required: \_\_\_\_\_

Restricted to Major:     Yes     No

Open to Rutgers Campus:     Camden     New Brunswick     Newark

Course Credit Hours:     3     6     Other \_\_\_\_\_

Program Course Title & Number: \_\_\_\_\_

Primary Country Location: \_\_\_\_\_    Cities: \_\_\_\_\_

Secondary Country Location: \_\_\_\_\_    Cities: \_\_\_\_\_

Travel Dates: \_\_\_\_\_    Anticipated Student Enrollment: \_\_\_\_\_  
*(Departure / Arrival)*    *(10 minimum required)*

Third Party Vendor(s) Being Used, If Applicable: \_\_\_\_\_  
*(Must be an approved vendor in RU Marketplace)*

New Vendor(s): \_\_\_\_\_  
*(Please attach company information sheet and contact person)*

*If using a new vendor, this must be approved by Rutgers Procurement & Risk Management offices within 30 days of program endorsement by the Learning Abroad Committee. Consult the Office of International Students and Global Programs for assistance.*

Faculty Leader: \_\_\_\_\_    Email: \_\_\_\_\_

Co-Faculty Leader:\* \_\_\_\_\_    Email: \_\_\_\_\_

\*Faculty leader should provide reasons for the request with proposal and the role of the second faculty member, who should be with the cohort at all times.

Supporting Documents Required:

1. Draft Estimate, Itemized Budget
2. Draft Summary / Itinerary
3. Draft Syllabus

*Budget:* The budget estimate must be finalized before registration opens for the term in which your learning abroad course is offered. For example: if your course is offered in the Fall 2027 semester, your budget must be finalized before Fall 2027 registration opens in Spring 2027. Program costs *cannot* change once your final budget is submitted to the Budget & Finance Office concurrently with the OIS by the deadline.

*Summary:* Provide a detailed overview of your learning abroad program. For example: outline of the proposed itinerary, activities (low impact, high impact), events, venues, cultural or educational experiences, service learning, community service, clinical experiences, competencies learned, assignments, hiking, sightseeing, etc. Please include collaborating organizations (research centers, corporations, US Embassy, professional organizations) and/or university partners.

*Note:* Approved programs involving travel to a country designated with a U.S. Department of State Level 3 require additional approval by the Rutgers University Risk Management Office prior to solidifying travel plans. Faculty are advised to review the [policy](#). A [petition](#) is necessary before travel may commence.

Please consult the Office of International Students & Global Programs Director or Program Coordinator for assistance with the development of your program and/or budget.

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*Learning Abroad Timeline*

| Program Course Term Offering | Proposal Due to LA Committee | Notifications of Proposal Status by LA Committee | Completed Faculty-Led Worksheets to Budget & Finance, OIS |
|------------------------------|------------------------------|--------------------------------------------------|-----------------------------------------------------------|
| Spring 2027                  | May 11, 2026                 | May 29, 2026                                     | October 1, 2026                                           |
| Fall 2027                    | May 11, 2026                 | May 29, 2026                                     | March 1, 2027                                             |

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Proposal Approvals:

\_\_\_\_\_  
Dean

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Chair

\_\_\_\_\_  
Date

Final Approvals (Upon Endorsement by the Learning Abroad Committee):

\_\_\_\_\_  
Provost

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director of International Programs

\_\_\_\_\_  
Date

**Submit this completed form with attachments to [lrnabrd@camden.rutgers.edu](mailto:lrnabrd@camden.rutgers.edu) under Subject Line: Learning Abroad Committee / Faculty-Led Proposal (2027)**