COLLEGE OF ARTS AND
SCIENCES STUDY ABROAD
SALARY FORM
(Note: Approval by Dean required prior to program proposal submission to OIED)

Summer Study Abroad Program Leader/Co-Program Leader Salaries:

Program Leader: _____

Program Co-Leader: _____

Country(s) of Destination: _____

Trip Dates: _____

Proposed Minimum Enrollment: _____

Program Leader Salary Calculation (Select Only One Salary Option)

- ○ 8% of 9 month salary
- ○ 1st Time Trip Leader - 10% of 9 month salary
- ○ Teaching six hours with a minimum enrollment of 10 students - 16% of 9 month salary
- ○ Salary based on enrollment times the student credit hours generated **(Low Enrolled Programs Only).** (Example 5 students x 3 credit hours x $142 = $2,130 Total Salary)

Note: Salary is based on the minimum enrollment. If minimum enrollment is not met, the Dean reserves the right to adjust the program's salaries based on enrollment or cancel the trip.

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Program Co-Leader Salary Calculation (Select Only One Salary Option)

- ○ **8% of 9 month salary**
- ○ Teaching six hours with a minimum enrollment of 10 students - 16% of 9 month salary
- ○ Salary based on enrollment times the student credit hours generated **(Low Enrolled Programs Only).** (Example 5 students x 3 credit hours x $142 = $2,130 Total Salary)

Note: Salary is based on the minimum enrollment. If minimum enrollment is not met, the Dean reserves the right to adjust the program's salary based on enrollment or cancel the trip.

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Course Information (Required Only for Summer Study Abroad Programs): List below all of the Study Abroad Courses you're proposing, the instructor(s) name, and the credit hours per course.

Course Number:	Instructor (s) Name:	Credit Hours:
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Academic Year - Study Abroad Program Leader/Co-Program Leader Salaries:

Salary Amount: Stipend of $1,000 per program director

Please submit a one-time payment form to the College of Arts and Sciences after the Study Abroad trip is completed.

Program Dates and Location: _____

Program Leader's Name: _____ Co-Program Leader's Name: _____

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Program Leader's Signature & Date:

Co-Leader's Signature & Date:

College of Arts & Sciences Dean's Signature & Date:

- ○ **Salaries Approved**

Salaries Not Approved

FOR CAS USE Only: