

**COLLEGE OF ARTS AND SCIENCES  
STUDY ABROAD SALARY FORM**

(Note: Approval by Dean required prior to program proposal submission to OIED)

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.

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.

**Course Information:** 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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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:  
Comments