



HIU-Administered Off Campus Study or Missions Trip Proposal Form

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Instructions for Completion

All HIU staff and faculty wishing to create a new HIU-Administered/Faculty-led Off Campus program (including Study Abroad and Missions Trips- excluding class related Field trips) must have a completed approval form on file.

The approval process is complete once you have secured the required signatures and submitted the completed form to the ISP Office. Programs should not be advertised or promoted to students until they are approved, via full completion and sign off on this form as indicated. Forms are due no later than **6 months** prior to the initial date of the trip.

Students are required to complete the HIU-Administered Off Campus Study or Missions Trip Student Approval Form) no later than **3 months** prior to the initial date of the trip.

Trip Organizer Information

Name(s): _____ Position(s): _____

E-mail: _____

Phone: _____

Trip Information

☐ Attach Proposed Budget

☐ Attach Proposed Trip Itinerary

Purpose of Trip: (Check One) ☐ Study Abroad ☐ Missions Trip

Name of the Program: _____

Location of the Program: _____

Expected Dates of the Trip: _____

Trip Occurrence: (Check One) ☐ One-Time ☐ Annually ☐ Other (Specify): _____

Cost of the Trip for Students: _____

Payment Due Dates/Payment Schedule (Attach If Necessary): _____

How Many Students are Expected to Participate: _____

Minimum # of Students Required for Trip: _____

Deadline for Students to Commit (Non-refundable): _____

Host Institution Information (If Applicable):

Institution Name: _____

Contact Name: _____ Phone: _____

E-mail: _____ Fax: _____

***If a Missions trip, you may skip the Study Abroad section and collect the necessary signatures.*

Teaching Professor(s): _____

Is this an Existing Course? (Check One) ☐ Yes ☐ No

Requested Course Level: (Check One) ☐ 1000 ☐ 2000 ☐ 3000 ☐ 4000 ☐ 5000 ☐ 6000 ☐ 7000

of Units: _____ Effective Term Date: Fall _____ Spring _____
Year Year

Placement (ex: Major, Elective, Humanities etc.): _____

VP for Student Affairs Date

VP for Academic Affairs (Study Abroad Programs only) _____ Date _____

Dean's Signature (Study Abroad Programs only)
Date

- ☐ Course List Updated
- ☐ Notice Sent
- ☐ Course Equivalency Verified
- ☐ Course Added to Paper Audit
- ☐ Course Added to Program Version/AOS

Registrar Signature

- ☐ GL Set-up
- ☐ Inform Cashier
- ☐ Trip Insurance
- ☐ Health Insurance
- ☐ Trip Arrangements

VP for Business and Finance Signature

VP for Business and Finance Signature _____ Date _____