

Course & Curriculum Checklist for Academic Overnight Tour/Trip

OFFERING ACADEMIC CREDIT

Overnight trip forms found here: <https://www.andrews.edu/administration/cao/study-tour-approval/>

- 1) Trip/Tour leader completes Course & Curriculum Checklist.
 - a. Enter basic trip information
 - b. List course details including pre- and post-trip dates, teachers, and attach syllabi.
- 2) Obtain signature from the Chair of each department offering academic credit on the trip/tour.
- 3) Obtain signature from the Dean of each department offering academic credit on the trip/tour.
- 4) Return the completed/signed form, course syllabi, and itinerary to the Office of Academic Records (academicrecords@andrews.edu) for archiving.

Basic Trip Information

Trip Dates (Start-End):		Semester/Year Credits Registered:	
Trip Name & Destination:		Trip/Tour Leader Name:	
Sponsoring Dept/School:		Trip/Tour Leader Email:	

Courses to be Offered (attach additional pages, if needed)

Course # & Section	Course Title	#Crdts	Teacher	Pre-Trip Class Dates	Post-Trip Class Dates	Syllabus Attached?

Important Reminders

- 1) Attach syllabus for each class.
- 2) Attach trip itinerary.
- 3) Ensure tour courses, course fees, pre- and post-trip/tour dates, and instructor of record requests are submitted to courseschedule@andrews.edu in preparation for registration.
- 4) Once registration opens, verify all trip/tour participants are enrolled in courses.

Department Chair and Academic Dean Approvals

1	Department Chair Signature 1	Date	Department Chair Signature 2	Date
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2	Academic Dean Signature 1	Date	Academic Dean Signature 2	Date
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Return signed form to academicrecords@andrews.edu for archiving with academic trip/tour materials

For Office Use Only

	Academic Records Archives Completed		Tours Committee Archives Completed
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