

**Part A
 DEPARTMENT CHAIR APPROVAL**

PLEASE READ! Important Notes:

- MassArt travel courses follow the same college-wide academic policies and procedures as non-travel courses. Travel course faculty are responsible for knowing and adhering to all relevant policies and procedures, including curriculum review and course scheduling.
- It is the policy of the department of Academic Affairs that full-time MassArt faculty must teach their travel course as part of their full-time course load. Course overloads and course releases cannot be permitted.
- Travel course faculty and their Department Chairs/Area Coordinators are responsible for planning how their teaching schedule needs will be accommodated.

A signature on this approval form indicates that the Department Chair has read and understood the above bullet points and the implications for departmental teaching loads in the upcoming year.

Questions related to faculty or academic issues should be directed to Daniel Serig, Interim Provost/Senior Vice President for Academic Affairs: dserig@massart.edu.

Faculty/Support Staff: Complete This Section	
Travel program destination:	
Course title:	
Leader 1:	
Phone:	Email:
Department/Area/Office:	
Leader 2:	
Phone:	Email:
Department/Area/Office:	

Department Chair/Supervisor Approval
For MassArt faculty submitting travel course proposals:
Department Chair (print name and department):
Department Chair* (sign/date):
Area Coordinator (sign/date):
For MassArt staff proposing to serve as support staff:
Direct Supervisor (print name and department):
Direct Supervisor (sign/date):
Division Vice President (sign/date)

*Department Chairs proposing travel courses are required to obtain approval by the Provost.