

Office of the Registrar

APPLICATION FOR TRAVELING SCHOLAR STATUS



Student Name _____

First

Middle

Last

Student ID Number

--	--	--	--	--	--

Program _____

Degree _____ Date _____ (mm/dd/year)

Name and location of the institution to be visited: _____

Dates of travel Depart: _____ (mm/dd/year) Return: _____ (mm/dd/year)

Note: The request must be approved prior to travel

Student signature: _____ Date: _____ (mm/dd/year)

Reason for requesting Traveling Scholar Status

Include Information on what research activity or classes will be

Faculty Advisor / Sponsor

PhD : Has the qualifying exam been passed? Yes No

MS students: Have 12 credit hours been satisfactorily completed? Yes No

Previous Traveling scholar? Yes No

How will the student's off-campus work be monitored?:

How will this student's work be evaluated?:

Will engaging in off-campus study delay the student's progress towards his/her degree? Yes No

Do you have official confirmation from the hosting institution? Yes No

What is the total cost of the request (US\$) _____

Current GPA: _____

Advisors Name: _____ Advisors signature: _____ Date: _____ (mm/dd/year)

Dean's Approval

Dean (or designee) _____ Date _____ (mm/dd/year)

Registrar's Office

Processed by: _____ Signature: _____ Date: _____

Student Advised: _____ Confirmed by: _____ Date: _____

GPC Advised: _____ Confirmed by: _____ Date: _____

The division should take a number issues into account when evaluating a traveling scholar request. Some key expectations and issues are listed below. These are not exhaustive and an individual case may require further information.

Issues to consider when approving a traveling scholar request:

- Has the request been submitted prior to travel?
- Is the study relevant and necessary for the student's degree?
- Is the student's supervision plan adequate to ensure proper oversight and progress?
- What will the total financial commitment be for the traveling scholar including travel, per diem payments and accommodation, and how will the costs be covered?
- Has this student shown they are a good candidate for traveling scholar status? What is their GPA, and are they in good standing?
- Does the research proposal contain sufficient information upon which to make a decision?
- If this is a second request? If so what was the result of the previous research and was it successful?
- Will this travel plan delay the completion of the degree?