

APPENDIX E

CHECKLIST FOR SCHOOL- INITIATED AGREEMENTS

- ___ Review criteria for establishing feasibility and compatibility of proposed agreement and applicability determinants as outlined in this document.
- ___ Complete the Exchange Agreement Worksheet, found below.
- ___ Request a letter from respective deans approving development of the relationship.
- ___ Submit letter of approval and completed Exchange Agreement Worksheet to OI.
- ___ Work with OI in developing a draft agreement.
- ___ Present document draft to appropriate dean for approval.
- ___ After receiving approval from appropriate dean, return document to OI for finalization and authorization from OI and GGC.

AUTHORIZATION SIGNATURE

Signature, School Dean

Date