Academic Year 2015-16

CLASS Approval Process for Faculty-Led, Study-Abroad Programs, Summer 2016

For study-abroad coursework and programs, led by CLASS faculty, seeking approval to be offered during the Summer 2016 academic term.

Background
Summer 2015 academic term saw a study-abroad program piloted and led by a CLASS faculty member with experience in leading study-abroad programs. Since then, there has been strong interest by other College faculty in doing the same for Summer 2016. In collaboration with University Extension, the College has decided to extend this pilot to the Summer 2016 term.

The following document outlines the process Department Chairs, either on behalf of their faculty or themselves, must undertake in order to have a study-abroad program (and its associated coursework) considered (and ultimately approved) by the College and University Extension to be offered during the Summer 2016 term pilot.

There are two components to the approval process for this pilot: curricular approval via CLASS and program approval via University Extension.

Course approval through CLASS and the University
The specific course to be offered in the study abroad program must be approved through the standard University curriculum process, as defined in the Curricular Procedures Manual, published by Academic Programs and Graduate Studies. In addition to this, the following restrictions apply to the coursework proposed:

- Course must bear the terms "study abroad" or "abroad" in its course title;
- Course must specifically refer to study in a host country or countries in within its course description;
- A syllabus must be submitted that specifies the dates and apportionment of class time per day devoted to direct instruction. This requirement is in place in order to clearly verify the total class time required by the course classification system and total student work required by the official definition of a credit-hour as defined in the catalog.

Please note that any coursework not meeting the above restrictions will not be considered for inclusion in a study abroad program. Additionally, the use of special registration petition coursework in study abroad coursework will not be authorized.
For questions specifically about the curricular approval process, contact Associate Dean Dennis Chester (dennis.chester@csueastbay.edu).

**Program approval by University Extension**

Program approval refers to approval of the non-curricular programmatic and logistical components of the study abroad program. This includes, but is not limited to, travel, housing, insurance, risk, and other items that require vetting in order to ensure compliance with University policies and procedures associated with the activities put forth in the program. Once Department Chairs have submitted coursework for curricular approval, they may start the process for program approval via University Extension.

For specifics regarding the University Extension process for obtaining study-abroad program approval, please contact Kelly Moran, Director of the Center for International Education (Kelly.moran@csueastbay.edu).

**Selection of programs to be offered in Summer, 2016.**

Curricular approval and program approval must be achieved before the program is considered for scheduling during 2016. As interest is great, this is expected to be a somewhat competitive process, and will be coordinated by the College Dean and the Associate Vice President of University Extension. Please note that this pilot will be limited to a maximum of two study-abroad programs scheduled for the Summer 2016 term. In an effort to afford a variety of opportunities for faculty and students, it is hoped that this opportunity will rotate through a variety of programs, geographic locations, and faculty leaders. Each program will be considered ‘fresh’ this year, and if the program continues, each year thereafter.

Request for offering a program in 2016 must be submitted by the Department Chair to the Office of the Dean no later than December 1, 2015. No program may be advertised to students until approved to be offered in summer 2016 by the Dean and by University Extension. For this year only, applications will be considered prior to the courses having been completely approved. In the future, a longer lead time will be required.

**Questions**

For general questions regarding this document, please contact Dean Kathleen Rountree (kathleen.rountree@csueastbay.edu).

10/5/2015, K.R./r.h.