CLASS Approval Process for Faculty-Led, Study-Abroad Programs, Summer 2017

For study-abroad coursework and programs, led by CLASS faculty, seeking approval to be offered during the Summer 2017 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 and two programs have been approved for Summer 2016. In collaboration with University Extension, the College has decided to extend this pilot to the Summer 2017 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 2017 term pilot.

Process

There are three components to the approval process for this pilot: curricular approval via CLASS; program approval via University Extension; selection by the CLASS Study Abroad Committee.

Curricular 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. Programs submitting new course proposals for consideration in summer 2017 must have course proposals submitted to CLASS Curriculum Committee by April 1, 2017 for discussion at the April 11 CLASS Curriculum meeting.
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 2017.**

Curricular approval and program approval must be achieved before the program is considered for scheduling during 2017. 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 2017 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.

Requests to offer a study abroad program in 2017 must be submitted by the Department Chair no later than Friday, April 15, 2016. The request should be submitted electronically as one .pdf file to the CLASS Chairs Blackboard page and must include the following:

1. 1-2 page description of the study abroad opportunity including sources of accommodations/support in destination country and any other relevant information
2. Draft course syllabi with detailed timeline of events and schedule in destination country

After the application deadline, the CLASS Study Abroad Committee will meet to rank the submitted requests.

No program may be advertised to students until approved to be offered in summer 2017 by the Dean and by University Extension.

**Questions**

For general questions regarding this document, please contact Assoc. Dean Dennis Chester (dennis.chester@csueastbay.edu).

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