A study abroad experience can be a valuable component of a student’s educational program. The University encourages faculty to explore the many different ways in which they can help students expand their knowledge of foreign lands and cultures including study abroad programs. Many different factors go into making a successful study abroad program. The guidelines and procedures outlined below are designed to ensure that appropriate attention is given to these different factors in order to ensure the quality and safety of any travel abroad program connected with UH-Downtown.

Faculty wishing to organize and lead foreign travel groups must complete a Study Abroad Program Planning and Approval Form (Appendix I) and secure the approval of those administrators listed on the form as well as the International Education Committee. Approval is required whenever the individual organizing the program is acting in his or her capacity as a UHD faculty member or promoting the program as being under the sponsorship of, or carrying the endorsement of, the university. Approval is required even if the trip does not involve the granting of any academic credit and is funded by non-university monies.

Before developing a formal proposal, the faculty member should review the basic outline of the proposal with the department chair and discuss with the chair the type of department support that will be needed and the way the granting of any academic credit for the program will be handled. The faculty member should also meet with the Office of Study Abroad to discuss the location selected and feasibility of the program.

Courses not on the approved UH-Downtown course inventory must go through the course approval process outlined in PS03.A.14

The completed Study Abroad Program Planning and Approval Form should be submitted to the department chair at 12 to 15 months prior to the proposed program’s start date.

If the chair approves the proposal, it will be forwarded to the dean for review and approval at the college level. If the dean approves the proposal, it will be forwarded to the International Education Committee and then to the university provost for final review. Normally, the approval process at each level of the review process should not exceed one week.
# Study Abroad Program Planning and Approval Form for Faculty-led Study Abroad

## Part I  Program Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Name</td>
<td></td>
</tr>
<tr>
<td>Person completing this proposal:</td>
<td></td>
</tr>
<tr>
<td>Country (or countries) where program will be offered:</td>
<td></td>
</tr>
<tr>
<td>Educational purpose of the proposed program:</td>
<td></td>
</tr>
<tr>
<td>Length of the proposed program:</td>
<td></td>
</tr>
<tr>
<td>Proposed program itinerary (attach a separate sheet, if necessary):</td>
<td></td>
</tr>
</tbody>
</table>
Number of program participants: Maximum _______Minimum _______

Is the program open to UHD faculty and staff?                             Yes _______  No __________

Is the program open to area university faculty and students?         Yes ________  No _________

Is the program open to the general public?                                    Yes _______  No __________

Criteria to be used in selecting participants:

How will this program be advertised?

Will students completing this program be awarded academic credit? Yes _______  No __________
If Yes, indicate the maximum amount of credit that will be given. _______

Give the name and number of the course(s), and attach a syllabus for each course showing course prerequisites, the material to be covered, the work required of the student, and the method of evaluation.

In what term will students enroll for credit for this study-abroad program? ___________

Does the program include additional meetings while the class is abroad? _____________

Does the program require mandatory participation in scheduled activities abroad? _____________

If so, indicate the approximate percentage of the course that will be delivered here on campus and the percentage that will be delivered abroad.

Will individuals be able to participate on a non-credit basis? Yes ______ No _____________

What is the estimated student cost for the program? __________

What is included in the program cost?

What is the recommended amount students should budget for expenses not covered by the basic program costs? __________

Is a foreign university involved in this program? Yes ______ No ________
If Yes, give the name of the university and the number of a contact person, and indicate if there is a signed consortia agreement between UHD and the university. If there is a signed agreement, attach it to this form. If a signed agreement does not currently exist, are there plans to enter into one?

Part II  Faculty Information

<table>
<thead>
<tr>
<th>Name(s) of program leader:</th>
<th>Rank and Department</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Are other faculty members involved in this program? Yes ________  No __________

<table>
<thead>
<tr>
<th>Name(s)</th>
<th>Rank and Department</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Is any faculty release time being sought to conduct this program? Yes ________  No __________

If Yes, indicate for whom the release time is being sought and the rationale.
If No, indicate how conducting this course will be credited to the regular teaching workload of the faculty member(s) involved.

Will department and/or university funds be requested to pay for this trip? Yes ________  No _________

If Yes, indicate the amount and source of funds. _________

Will the department/faculty request that the agency arranging the tour offer “free” travel for the group’s leader(s) based on the number of paid student enrollments? Yes ________  No _________

If yes, what enrollment number will be needed to provide travel for the faculty involved? _______

Please describe any previous study abroad experience the faculty members involved in this proposed program have had.

If the program involves travel to a non-English speaking country, indicate those foreign languages in which the faculty members conducting this program are proficient.
List the major benefits of this study abroad program to the students who would be taking it, the faculty member or members who would be leading it, and to the university as a whole?

Part III Approvals

Department Chair_____________________________ Date ________________

Dean  ______________________________________ Date ________________

International Education Committee_______________ Date_______________

VPAA & Provost ________________________________ Date ________________