



## International Studies Office

### Study Abroad Program Course Proposal THECB RULES ATTACHED

\_\_\_\_\_  
Faculty Name

\_\_\_\_\_  
Department

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email

\_\_\_\_\_  
Semester

\_\_\_\_\_  
TAMUT course(s) for which students will receive credit

Course Objectives:

\_\_\_\_\_  
\_\_\_\_\_

Rational for Travel:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Travel Departure Date/Return Date

\_\_\_\_\_  
Country or countries involved

\_\_\_\_\_  
Tour company (if applicable)

\_\_\_\_\_  
Tour company contact

Number of students you anticipate enrolling: \_\_\_\_\_

Are all students traveling enrolled in the course? \_\_\_\_\_



## International Studies Office

Attach the following to this form:

- Completed budget form. Attach documentation from tour company or validate estimates from other sources.
- Completed proposal details packet

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Faculty Group Leader

Date

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Director, International Studies

Date

### Required Approvals

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Dean

Date

Approve

Do Not Approve

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Associate Provost

Date

Approve

Do Not Approve

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Provost

Date

Approve

Do Not Approve

---

President

Date

Approve

Do Not Approve

*Return signed original to International Studies office where copies will be distributed to faculty leader, Dean, the Chief of Police, and Risk Management Officer.*



## International Studies Office

The Texas Higher Education Coordinating Board (THECB) defines Study Abroad as off-campus, academic credit instruction which is delivered outside the United States primarily to regular on-campus students. The Coordinating Board expects all Study Abroad courses to conform to the same set of standards and rules that govern face-to-face courses at an institution. In particular, this means:

- All students enrolled will meet institutional standards for admission and will be actually admitted to the institution, or one of the participating institutions in an approved Texas Consortium.
- All students enrolled will pay the appropriate tuition and fees for their residency category. Financial aid will be available to students registering in foreign classes on the same basis as for on-campus students.
- Instruction will be provided by faculty of the institution or a consortium institution and will be supervised and evaluated according to institutional policies. Exception will be made only to take advantage of uniquely qualified personnel at the out-of-state location.
- Each course is on the approved main course inventory of the institution, is a part of an approved degree or certification program, and is justified in terms of academic, cultural, or other resources available at the specified location.
- For community and technical colleges, each course is on the list of approved courses in the Academic Course Guide Manual or an approved technical course.
- Instruction will conform to all relevant academic policies. All classes will conform to workload and enrollment requirements, contact hour/credit ratio, and similar matters
- Courses will not offer credit for activities undertaken primarily for travel, recreation, or pleasure.
- Minimum enrollments will conform to the same standards applicable were the class to be offered on campus.
- Advertising and marketing for study-abroad courses will emphasize the instructional nature of the classes, and not create the impression that they are primarily credit-for-travel experiences.
- Faculty and staff will not realize unusual perquisites or financial gain for teaching study-abroad courses.
- Free tickets for travel, accommodations, or other expenses provided by travel agents, carriers, or hotels will be used in direct support of the instructional program and will not be used as gifts to faculty, staff, or their families
- All courses offered in a shortened format will consist of the same number of contact hours, normally 45-48, as courses offered in a regular or summer session. Students will not carry more courses at a time in a shortened format than will give them total credit of one semester credit hour per week of instruction unless the course(s) have been reviewed and approved through a formal, institutional faculty review process that evaluates the course and its learning outcomes and determines that the course does, in fact, have equivalent learning outcomes to an equivalent, traditionally delivered course. (CB rules Chapter 4, SubChapter A, §4.6). Pre-or post-travel class sessions will be scheduled to attain the required minimum length standard.