

COLUMBUS STATE UNIVERSITY STUDY ABROAD PROGRAM PROPOSAL

Program Title

Program Location(s)

Dates of Program

In submitting a proposal, the faculty member accepts and promises to adhere to the CSU Study Abroad Program Director's Handbook and the CSU Study Abroad Program Review and Fiscal Guidelines. Attach a brief description of the proposed program that addresses the following:

1. Mission Statement for the proposed program
2. Nature and purpose of the program;
 - a. Description of the academic component
 - b. Course title(s) and number(s),
 - c. Number of contact hours (fieldtrips are counted at ½ rate)
 - d. Methods for student evaluation,
 - e. Course-related fieldtrips, activities and excursions outside the classroom
3. Student behavior guidelines and/or policy contracts (sample contracts and handbooks);
4. Projected number of students and faculty members;
5. Program budget including projected cost to each student;
6. Room and board arrangements;
7. Source of faculty compensation;
8. Description of program affiliations, host institutions, and service providers;
9. Travel arrangements including all countries and cities to be visited; and
10. Security arrangements;
11. Recruitment plans; and
12. Plan for administering the mandatory Study Abroad Course Evaluation (CIE website).

Signatures below certify that this program meets the fiscal and academic standards of CSU. The Program Director, Department Chair, and Director of CIE have also reviewed the program, using the 1) CSU Study Abroad Program Director's Handbook, 2) CSU Study Abroad Program Approval, Review and Fiscal Guidelines and 3) Board of Regents policies regarding study abroad programs. If the program requires creation of a new course, that course must go through the curriculum committee approval process. The Program Director or Department Chair will ensure that copies of applications, waiver forms and Student Information Forms for all enrolled applicants are submitted to the CIE prior to the beginning of the program.

Program Director

Date

Department Chair

Date

Dean of College	Date
Chair, Study Abroad Subcommittee	Date
Chair, International Education Committee	Date
Director, Center for International Education	Date
Vice-President for Academic Affairs	Date
Vice-President for Business and Finance	Date
President	Date

The Study Abroad Program Approval Form must be submitted to CIE for review by the Study Abroad Subcommittee. The completed form signed by the faculty member, department chair and college dean should be submitted to CIE with the accompanying paperwork. Proposals are due at CIE by April 1 if the proposed program will operate during the following fall or spring semester or by September 1 if the proposed program will operate during the following Maymester or the summer semester.