



Program Name:

[Light blue input field for Program Name]

Program Details

Program Director:

[Light blue input field for Program Director]

Program Location(s):

[Light blue input field for Program Location(s)]

Address of Program Site:

[Light blue input field for Address of Program Site]

Dates of Instruction on campus at UTA (if any):

[Light blue input field for Dates of Instruction on campus at UTA (if any)]

Dates of instruction abroad:

[Light blue input field for Dates of instruction abroad]

Proposed Courses to be Taught

Course I

Prefix and Number:

[Light blue input field for Course I Prefix and Number]

Course Title:

[Light blue input field for Course I Course Title]

Course Description:

[Light blue input field for Course I Course Description]

Instructor for Course:

[Light blue input field for Course I Instructor for Course]

Contact Hours:

[Light blue input field for Course I Contact Hours]

Course II

Prefix and Number:

[Light blue input field for Course II Prefix and Number]

Course Title:

[Light blue input field for Course II Course Title]

Course Description:

[Light blue input field for Course II Course Description]

Instructor for Course:

[Light blue input field for Course II Instructor for Course]

Contact Hours:

[Light blue input field for Course II Contact Hours]

Course III

Prefix and Number:

[Light blue input field for Course III Prefix and Number]

Course Title:

[Light blue input field for Course III Course Title]

Course Description:

[Light blue input field for Course III Course Description]

Instructor for Course:

[Light blue input field for Course III Instructor for Course]

Contact Hours:

[Light blue input field for Course III Contact Hours]

What are the academic objectives of the course(s)? Please attach a course syllabus and/or reading list for each course. Please include below how the proposed location enhances these academic objectives.

[Light blue input field for academic objectives and location enhancement]

What is the rationale for teaching the course(s) at this location as opposed to UT Arlington?

Please describe the academic or career benefits to UT Arlington students. Also discuss below specific course content that is better taught in the destination abroad as opposed to in Texas .

[Light blue input field for rationale for teaching abroad]

Program Logistics

Who will make logistical arrangements (housing, classroom space, excursions, etc.) for this program?

- Program provider affiliated with UT Arlington (AIFS, CIS, DIS, ISA, SAI, SIT)
 Program Director
 Other

Please provide details below.

How will the group travel to the study abroad location?

- Group flight Independent flight arranged by students Other

Please provide details below.

What type of accommodations will students stay in during the program?

- Hotel Shared apartments Homestays Student Residence Halls Other

Who is arranging the accommodations? Please provide their contact information below if available.

Do you require classroom space at the study abroad location?

- Yes No

If yes, who is arranging this space for you?

What is the projected number of students participating in this program?

Will this program be open to non-UT Arlington students?

- Yes No

UT Arlington Program Contacts

Program Director:

Department & Mailbox:

Email Address:

Campus Phone:

Additional Faculty/Staff:

Department & Mailbox:

Email Address:

Campus Phone:

Will this faculty/staff member accompany students on the program?

- Yes No

Additional Faculty/Staff:

Department & Mailbox:

Email Address:

Campus Phone:

Will this faculty/staff member accompany students on the program?

- Yes No

In-Country Contacts

Primary Local Contact:

Address

Email Address:

Phone Number:

Function:

Additional Local Contact:

Address

Email Address:

Phone Number:

Function:

Additional Materials

Please attach the following materials to your program proposal:

- Course syllabus and/or a reading list for each course taught abroad
- Program itinerary for the entire length of the program
- Comprehensive program budget (budget template available on website)
- International Oversight Committee (IOC) approval must be attained for any program traveling to a country currently under a Travel Warning issued by the US Department of State. Request approval at <http://www.uta.edu/oie/ioc/ioc.php>

Reminders & Considerations

Please consider the following when developing your program:

- Students may not earn more than one semester credit hour per week over the course of the program. For example, a 3-week long summer program can offer no more than three semester credit hours.
- All maymester, summer, and wintersession programs must have a minimum student enrollment of 15 undergraduates or 10 graduates.
- All students accepted to your program must attend a mandatory Pre-Departure Orientation provided by the Study Abroad Office. This orientation should be held no later than one month prior to departure.
- A Study Abroad Fair is held in early-September and early-February. This is an opportune time for you to recruit students for your program. The Study Abroad Office will send you an invitation to attend the fair each semester.
- Study Abroad Staff can help promote your program by creating promotional materials to post on campus and pass out to students at info tables and info sessions. We are also available to visit classrooms on your behalf.
- Please visit the Study Abroad website (<http://studyabroad.uta.edu>) for more information, or contact Study Abroad Staff with any questions at studyabroad@uta.edu or 817.272.1120

Return completed program proposal to:

**Director, Study Abroad
Office of International Education
Box 19028**

TEXAS HIGHER EDUCATION COORDINATING BOARD
Certification Form for New Out-of-State and Out-of Country Courses

1. 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.
2. 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.
3. 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.
4. Each course is on the approved main course inventory of the institution, is a part of the approved degree or certification program, and is justified in terms of academic, cultural, or other resources available at the specified location.
5. Instruction will conform to all relevant academic policies. All classes will conform to workload and enrollment requirements, contact hour/credit ratio, and similar matters.
6. Courses will not offer credit for activities undertaken primarily for travel, recreation, or pleasure.
7. Minimum enrollments will conform to the same standards applicable were the class to be offered on campus.
8. Multi-course offerings will meet the standards and criteria outlined in Chapter 5, Section 5.158(4) of CB rules.
9. Advertising and marketing for out-of-state and foreign classes will emphasize the instructional nature of the classes, and not create the impression that they are primarily credit-for-travel experiences.
10. Faculty and staff will not realize unusual perquisites or financial gain for teaching out-of-state or foreign classes.
11. Except for funds specifically appropriated for international activities (e.g., state incentive programs, scholarships, etc.), state funds will not be used for faculty or student travel, meals and lodging, or other incidental expenses.
12. 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.
13. State funds will not be used to offer courses or credits by instructional telecommunications to reception sites outside state boundaries and will not be submitted for formula funding.
14. 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. (Section 5.7, Subchapter A). Pre- or post-travel class sessions will be scheduled to attain the required minimum length standard.

REQUEST FOR OUT-OF-STATE/OUT-OF-COUNTRY CREDIT COURSE FOR THE FOLLOWING:

Course I		Course	
Prefix and Number:		Title:	
Course II		Course	
Prefix and Number:		Title:	
Course III		Course	
Prefix and Number:		Title:	

Program Director Signature Date

Department Chair Signature Date

College/School Dean Signature Date

Executive Director, Office of International Education Signature Date