

Office of International Education and Development

APPALACHIAN STATE UNIVERSITY

Steps to Setting up Faculty-led Education Abroad Courses

When professors submit their courses to be created, please ask if that is a study abroad course or if it has an embedded study abroad portion in the course.

All courses with study abroad portions in them (entire or embedded) have to be set up as closed enrollment courses (CAP of 0). This will ensure that only the program participants can be registered. Amy Sanders in Conference and Camp Services (CCS) registers the students in the course once the OIED application is completed. An application is completed when students returned signed documents to OIED and paid their deposit to Student Accounts.

Summer study abroad courses have to be submitted to the Office of Summer Sessions.
Study abroad programs during regular semester dates have to be submitted to the Registrar's Office.

If a course crosses over semesters or they do not fall within University regular semester dates, the following Forms need to be completed:

[Form A: Request to offer a Study Abroad course during regular terms](#)

[Form B: Academic course meeting dates exception form](#)

For instructions on which one is required at different times, please see instructions with examples:

[Policies and Procedures relevant to program travel dates](#)

These policies and forms are also on the OIED website under [Policies and Procedures](#)

Courses need to be set up as soon as Faculty-led Education Abroad Programs are approved. Decisions from the Faculty-led Education Abroad Committee are completed by April 15th and October 1st of every year.