

# Office of International Education and Development

APPALACHIAN STATE UNIVERSITY

## FOR APPROVAL OF STUDY ABROAD TRAVELLING DURING REGULAR SEMESTER TERMS (Form A)

### The Issue:

The Education Abroad Committee receives a few requests each year for programs that either go outside typical break periods, exceed break term dates, or are traveling during the middle of semester. Students on those programs miss their classes if they choose to participate. We have developed a process to ensure that there is a solid academic reason for students to miss classes. Furthermore, the faculty members who teach those missed classes need to become aware of the travel plans in advance and are willing to work with the students to minimize the impact.

\*All programs are expected to have start and end dates that allow students to be on campus for final exams and graduation. Programs may be approved to depart before the completion of graduation ceremonies if it can be shown in the proposal documents that final semester seniors are not eligible to participate on the program. Currently the only programs that are eligible for this exemption or Freshman Year Seminar programs.

### Procedures:

- 1) Faculty Leaders must complete Form A and possibly Form B (for Freshman Year Seminar programs departing before graduation) with their initial program proposal.
- 2) Form A requires a justification that explains why they need additional days for this particular program and what those additional days will add to the academic student learning outcomes of the trip/course. It will often be necessary to explain why the course cannot be offered completely within a break period.
- 3) A supplemental form should be created to confirm that students going on the program have prior approval of all instructors to make up work. It will be the responsibility of the student to document that approval. Students will not be allowed to sign up for a study abroad experience without first providing that documentation to the relevant department chair. The program leaders will provide copies of those forms to OIED before departure. (See Form A2 for an example)
- 4) The supplemental form should be approved by the home college (of the major) and then by Academic Affairs.
- 5) Programs that have only one additional day added on (i.e. leave on the Friday before spring break) do not need to have students complete the supplemental approval form but should submit a completed Form A with their proposal.

# Office of International Education and Development

APPALACHIAN STATE UNIVERSITY

## Request to Offer a Study Abroad Course During a Regular Term (Form A)

The Education Abroad Program Committee receives a few requests each year for programs that either go outside typical break periods, exceed break term dates, occur during the middle of a semester, or begin before graduation. As a result, students on those programs will miss other classes or graduation if they choose to participate. The purpose of this form is to explain the academic reasons for students to miss classes and to make sure that the faculty who teach those missed classes are aware of the travel plans in advance and are willing to work with the students to minimize the impact.

Department or Program Offering the Study Abroad Experience: \_\_\_\_\_

Instructors Traveling with the Students: \_\_\_\_\_

Country or Countries Where the Course Will Be Held: \_\_\_\_\_

Travel Dates, including travel within the U.S.: \_\_\_\_\_

Why does this study abroad experience need to be offered during the regular academic term?

Could the number of days of missed classes be reduced or minimized?

What are the academic reasons for scheduling the study abroad experience at a time that conflicts with the regular class schedule?

What are the academic or programmatic reasons for scheduling the departure of the study abroad experience before graduation ceremonies are completed (applicable to Freshman Year Seminar programs only)?

By signing below, I am indicating that I approve of the plan described above.

Signature of the Department Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of the Dean or Associate Dean: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of the VP for Undergraduate: \_\_\_\_\_ Date: \_\_\_\_\_

Education and/or the Dean of the Graduate School

## Form A2 (Example)

The \_\_\_\_\_ is offering a study abroad experience in \_\_\_\_\_ that will depart on \_\_\_\_\_ and return on \_\_\_\_\_. Because of those travel dates, students participating in this study abroad experience will miss \_\_\_\_\_ days of class. The student named below is registered for one of your classes. All such students must have prior approval from each of their faculty members in order to sign up for the study abroad experience. By signing below you are agreeing to provide the student with an opportunity to make up any missed work. If you agree to allow this opportunity, please sign in the space provided; if you do not agree, please write "I do not agree" in the signature space. Academic Affairs is not pressuring you to decide one way or the other, but please provide an answer to this request by \_\_\_\_\_ so that the student can either take another class or decide not to participate in the study abroad experience. Thank you for considering this student's request.

Best wishes,

Michael W. Mayfield Vice Provost for Undergraduate Education

Student Name: \_\_\_\_\_

	Course	Instructor Name	Signature
Example	SW 1111	Jones	
Course 1:			
Course 2:			
Course 3:			
Course 4:			
Course 5:			
Course 6:			

Please return this completed form to \_\_\_\_\_, Chair, \_\_\_\_\_.

Address: \_\_\_\_\_