

Office of International Education and Development



APPALACHIAN STATE UNIVERSITY

PROCEDURE FOR APPROVAL OF STUDY ABROAD TRAVELING DURING REGULAR TERMS

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, are traveling during the middle of semester, or begin during final exams. 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.

Recommendations:

- 1) Add a form to UG and GRAD study away/abroad proposals that fall outside typical break, exceed break terms, or are for multiple days during a term.
- 2) The form requires a justification that explains why they need additional days for this particular time for the 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) The form will 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.
- 4) The 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) could be exempt.

The Department of Social Work led such a trip during final exams last December; the form that we developed for that course is attached as an example. We will need to modify the form to accommodate the additional signatures and to more clearly signal approval/non-approval by each instructor.

Dr. Mike Mayfield, Vice Provost for Undergraduate Education

Dr. Holly Hirst, Chair of the Faculty-led Education Abroad Programs Committee

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Request to Offer a Study Abroad Course During a Regular Term

The Faculty-led 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 semester, or begin during final exams. As a result, students on those programs will miss other classes 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?

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 or the Dean of the Graduate School

EXAMPLE

Social Work Study Abroad

Costa Rica

December 6-20, 2014

The Department of Social Work is offering a study abroad experience in Costa Rica that will depart on December 6, 2014 and return on December 20, 2014. Because of those travel dates, students participating in this study abroad experience will be gone during the week of final exams for the Fall 2014 semester. 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 take the final exam before December 6. If you agree to give an early exam, 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 August 19 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:			

Please return this completed form to Dr. Lauren Renkert, Chair, Department of Social Work, Edwin Duncan Hall 331A.