

## **NEW Approval Process for Short-Term Study –Away Courses (Includes any short-term course offered within U.S. Borders)**

The following steps are to be taken in order to have proposed short-term study-away courses approved.

*\*\*International study abroad programs will continue to follow the existing OIED approval process.*

1. The attached proposal form is to be completed by the faculty member(s) proposing the study-away course.
2. In the process of planning your course, be aware that the collection of student monies and trip registration for the trip will run through the Office of Conferences & Camp Services or another officially approved process that provides for appropriate collection, receipting, depositing, and accounting of student fees. There will be an administrative fee charged to each student for those services. OCCS can also assist with helping with reservations, developing a budget, and a number of other related services. OCCS will inform Academic Affairs that the trip fees have been set up through OCCS.
3. The course goes through the home department or program's approval process, which may include a curriculum committee approval, but must have the approval of the chair/program director. The chair/program director should pay close attention to financial arrangements and evaluate the proposal to make sure that the proposed frequency of meeting and out-of-class work assignments meet SACS standards.
4. The form next goes to the dean of the college or school. The dean will determine the appropriate (if any) stipend to be paid for teaching a short-term study-away course.
5. Any short-term courses carrying graduate credit must be approved by the Graduate School. Faculty members teaching those courses must be members of the graduate faculty.
6. For the 2012-2013 academic year, Academic Affairs will provide the final review. Following department and college/school approvals, forms and course syllabi should be sent to Interim Vice Provost for Undergraduate Education Mike Mayfield. He will work with the Registrar, the appropriate Dean, and Appalachian State University General Council to make sure that all administrative issues have been covered. Academic Affairs will reconsider the final approval process after this one-year pilot study. We will move to establish a study away committee this year that will parallel the structure and responsibilities of the Overseas Travel Committee.
7. Instructors, deans and chairs will be notified following final approval.

### Definitions

1. **Study away:** Courses that are offered through main campus that are taught at other locations. Those locations could be single sites where a course is taught, such as Miami or the District of Columbia; multiple locations may also be involved. Field courses are included under this term.
2. **Study abroad:** courses that are taught outside of The United States and its territories. Policies that cover Study Abroad courses are maintained by the Office of International Education and Development (<http://international.appstate.edu/education>)