

Study Abroad Course Proposal Form

A separate form must be submitted for **each** course with the official Study Abroad Program Proposal. Courses must meet [USG Academic Policy](#) minimum of 750 minutes of instruction or equivalent for each semester credit hour; a 3-credit hour course is equivalent to 37.5 contact hours. Please refer to [USG Study Abroad Handbook](#) for further guidance.

Program Directors should also consider UNG academic policies regarding Associate-level students when designing the program. Associate-level students cannot enroll in Upper Division (3/4XXX level courses).

1. Program Name and Dates	
Program Name	
First day of classes	
Date of Departure from US <i>If date of departure is after start of classes, provide explanation.</i>	
Date access to D2L is needed	
Last day of Final Exams	
Date of Return to US	

2. Course Information (to be listed in on-line Program Brochure)	
Course Number	
Course Title	
Cross-listed Course number(s)? <i>If so, attach correspondence of academic Department approval for cross-listing.</i>	
Course Instructor	
Course Instructor 900 number	
Is Course Instructor UNG Faculty? <i>If no, approval needed. Seek instruction from Academic Department.</i>	Yes No
Other Instructor(s) <i>If applicable</i>	
Other Instructor(s) 900 number <i>If applicable</i>	
Prerequisites	
Co-requisites	

**All courses must be offered on a letter grade basis*

3. Projected Enrollment	
Minimum enrollment in course	
Maximum enrollment in course	

**Minimum enrollment for all study abroad programs is 10.*

4. Regular Course Syllabus on file with UNG		
Is this course a regular UNG course with no changes?	Yes	No

If course content was altered to take advantage of the study abroad location, if a special topics course, or if no syllabus is on-file with academic Department, a complete syllabus **must be attached to this form. If this is a regular UNG course, no syllabus is necessary.*

Course Instructor

By signing, I affirm that I have the approval of the Academic Department to teach this course.

_____	_____	_____
Instructor Name	Instructor Signature	Date

Department Head

By signing, I approve this course to be offered by the _____ Department and approve the listed instructor to teach this course.

_____	_____	_____
Department Head Name	Department Head Signature	Date

This form must be submitted to the Center for Global Engagement along with your [Study Abroad Program Proposal](#).