

University of Puget Sound
Faculty Study Abroad Program Petition

Any study abroad program must receive formal approval from the International Education Committee prior to a student undertaking study for Puget Sound credit on the program. Faculty members must complete the following steps and submit this form, along with all applicable materials, to the Office of International Programs no later than October 31 of the year prior to the beginning of the program.

The procedure for requesting that a program be added to the list of approved programs is as follows:

1. Submit a written request to add a new study abroad program. In the request you should address the following criteria:
 - What opportunities does the program provide that are unavailable on campus or through existing abroad programs? In what ways does the program complement the curriculum of your department?
 - Will this program replace a current study abroad program?
 - Does the program take steps to ensure sustained, significant cultural immersion between participants and the target culture? If not, explain the importance of the geographic location to the program's goals.
 - Is the program likely to serve the university's ongoing needs, or primarily those for a particular student? Do you anticipate significant levels of interest in this program among other students?

2. Research the program, including: course descriptions; student support; housing arrangements; field trips; any other services provided; and contact information. Include links to web page(s) for all pertinent program information as part of your submission.

The Director of International Programs will first request a full report from the Transfer Credit Evaluator in the Registrar's Office, to determine suitability of the program and courses for Puget Sound credit. The Director of International Programs will then present this petition to the International Education Committee (IEC) for evaluation and a final decision.

Following is the IEC rubric used to evaluate program approvals:

<https://www.pugetsound.edu/academics/international-programs/study-abroad/faculty/create-lead-a-study-abroad-program/program-evaluation-criteria/>