

New Study Abroad Program Request (Faculty)

In order for any student to receive Puget Sound credit for courses taken abroad, the study abroad program for those courses must be formally approved prior to the student undertaking study on that program (see *The Logger* Study Abroad section).

This form is for faculty members who have been approached by a student who wishes to add a program to the university's approved list. If a faculty member wishes to propose a new program independently, the faculty member should submit the full packet of information as outlined below and on the form for students. Both faculty members and students should first discuss the process and timeline with the Director of International Programs.

Student responsibilities:

As outlined in the form entitled "New Study Abroad Program Request (Student)," students who wish to add a new program are responsible for submitting a packet (information about the program, including course descriptions, contact information, websites, etc), a proposal in narrative form justifying the acceptance of this new program, and a cover letter indicating the faculty member who will be writing the letter of endorsement.

Faculty member responsibilities:

As part of the student's proposal, faculty in support of a student request to add a new program should submit a program endorsement directly to the Office of International Programs (OIP). The endorsement should address the following criteria:

- 1) 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 the student's home department?
- 2) Will this program replace a current study abroad program?
- 3) 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.
- 4) Is the program likely to serve the university's ongoing needs, or primarily those of the current applicant? Do you anticipate significant levels of interest in this program among other students?

The student's proposal packet and faculty endorsement letter should be submitted separately to OIP on or before **October 1 of the academic year preceding the academic year in which the student hopes to study abroad**. OIP will present the proposal to the IEC for preliminary review. In the preliminary review, the IEC will determine whether the proposal warrants more detailed university consideration. In the case of a favorable preliminary review, the IEC will forward the proposal to the University Evaluator for assessment. After receiving the University Evaluator's recommendation, the IEC will approve or decline the request to add the program to the university's list.