Study Abroad Course Proposal Form

To be submitted with the official Study Abroad Program Proposal. Please submit a separate form for <u>each</u> course.

Study Abroad Program Name				
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1. Program Dates				
Date of departure from U.S.  If date of departure is after start of classes, provide explanation.				
First day of classes				
Last day of final exams				
Date of return to U.S.				
2. Course Information				
Course number				
Course title				
Cross-listed course number(s)? If so, attach correspondence of academic unit approval for cross-listing.				
Instructor of Record				
Is Instructor of Record GT faculty?				
IF NOT GT Faculty, please attach approval from academic unit for this instructor. Instructors NOT currently on GT faculty must be approved as Instructors of Record by Faculty Affairs. Contact your academic unit/department for details.				
Other instructor(s)				
Pre-requisites				
Co-requisites				
Basis	All courses must be offered on a letter grade basis.			
3. Class Schedule and Contact	Information			
Class meeting schedule Example: "MWF, 90 minutes per day"				
Actual number of class days (do not include days off with no instruction)				
Lectures	total minutes per day of lecture X class days = ninutes / 60 = lecture contact hours			
Labs/recitations	total minutes per day of lab X class days = minutes / 180 = lab contact hours			
Field trips (FT)	total minutes per day of FT X class days = minutes / 180 = FT contact hours			
Total course contact hours	Lecture contact hours + lab contact hours + FT contact hours = Total course contact hours			

Possible Credit hours	tota	course contact hours / 12.5	5 =	possible credit hours
Credit hours (to be awarded for this course)	tota	Course contact nours / 12.	<i>)</i> –	possible credit flours
NOTE: 12.5 contact hours required for 1 GT credit (25 = 2	credits, 37.5 =	3 credits, 50 = 4 credits)		
4. Projected Enrollment				
Minimum enrollment in this				
course				
Maximum enrollment in this				
course				
5. Regular course syllabus on fi	le with G	T and Academic I	Jnit?	
Is this course a regular GT		Yes	No	n
course with no changes?		100		
If course content has been altered to take advantage of the study abroad location, if				
it is a special topics course, or if there is				
not a syllabus on file with the academic unit, attach a complete syllabus to this				
form. If this is a regular GT course, no				
syllabus is necessary for the SAC.				
6. Attestation and Approval Sign				
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