

Study Abroad Course Proposal Form

To be submitted with the official Study Abroad Program Proposal. Please submit a separate form for each 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 =
_____ minutes / 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	total course contact hours / 12.5 = possible credit hours
Credit hours (to be awarded for this course)	

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 file with GT and Academic Unit?	
Is this course a regular GT course with no changes?	_____ Yes _____ No
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. <u>If this is a regular GT course, no syllabus is necessary for the SAC.</u>	

6. Attestation and Approval Signatures	
<i>I understand that my responsibilities and accountability as an employee of Georgia Tech in the above named study abroad program are the same as if I were on the Atlanta campus, and that I must adhere to the policies, procedures, regulations that govern Georgia Tech.</i>	
Name of instructor of record (print)	
Signature of instructor of record By signing, you are affirming that you have the approval of the academic unit to teach this course.	Date:
<i>I acknowledge that the course will be taught by a qualified instructor in the above named study abroad program, and that the academic unit has the same responsibility and accountability as if the courses were taught on the Atlanta campus.</i>	
Name of head of academic unit (print)	
Signature of head of academic unit By signing, you approve this course to be offered by your unit and you approve the listed instructor to teach this course.	Date:
Name of Instructor of record supervisor (print)	
Signature of instructor of record supervisor By signing, you approve the listed instructor to teach this course.	Date: