

**VIRGINIA STATE UNIVERSITY**  
**Faculty-led Study Abroad**  
**Program Approval Form: Instructions**

Program Date	Proposal Due to International Office
Summer Session I/II	August 1 of the previous year
Fall Semester	May 1 of the same year
Winter Break	May 1 of the same year
Spring Semester	July 1 of the previous year

**Note to Faculty Member:** *Thank you for your interest in developing an education abroad program in your discipline. A successful faculty-led education abroad program requires considerable planning, coordination, and commitment on the part of a faculty member accepting the responsibility of taking students abroad. Generally, the planning process may take a year or more. Please do not submit this request for approval until the pre-planning phases of your program have been completed.*



*That includes, but is not limited to, consultations with the Director of International Education and the chair of the sponsoring department; review of the education abroad program proposal and a proposed per student program budget by the International Office; university approval of program agreements related to program payments or other contracted services; submission of an Education Abroad Site Visit Report, if applicable; Faculty Senate approval of any newly developed courses offered in connection with the proposed program; and other pertinent issues that may need to be addressed.*

*In addition, faculty education abroad program leaders may be required to participate in individual or group training that addresses health, security, and risk management abroad; program recruitment and management; university policies regarding faculty compensation; and program assessment and follow-up. The Dr. George H. Bennett Office for International Education looks forward to working with you to ensure that you and your students have a successful and enriching experience abroad.*

*Maxine Sample, Ph.D.*  
*Director of International Education*

**Instructions for Completing the VSU Faculty-Led Study Abroad Approval Form**

1. A complete study abroad program proposal shall include Parts I & II of the Education Abroad Program Proposal (forms available in the international office), a Student Budget Worksheet, a copy of the site visit report (as applicable), and the signed Program Approval Form, attached to the packet as a cover sheet.
2. If courses connected to the study abroad program are housed in another department, the faculty-leader must also submit a Program Approval Form completed by each participating department.
3. Program approval must be obtained **EACH** time the program is offered. In that way, departments are aware of courses that may need to be scheduled to accommodate students participating in the program. Further, there may be a need to determine that problems associated with a past program have been appropriately addressed. Generally, the Director of International Education works closely with the Summer School Dean and the Vice President for Academic Affairs in consultation with department chairs to identify courses that will be connected with a study abroad program.
4. **Program Title:** Should reflect major content of the program and suggest its discipline connection.
5. **Location:** Where the program will take place in the host country abroad. List multiple locations, if applicable.
6. **New or Repeat Program:** Indicate the status of the program.
7. **Dates:** Indicate the dates that the students will be abroad. However, department chairs should be informed of programs abroad that include only part of an academic term (ex. 2 weeks abroad infused into a 4 and ½ week summer course). Faculty will still need to account for required instructional contact hours when students are not abroad.
8. **Courses:** The courses for which students will be registered at VSU and for which the faculty-leader will provide instruction while abroad (or both while abroad and on campus). These should be EXISTING courses in the university's curriculum. NEW courses offered as part of a study abroad program MUST be approved via the university curriculum approval process (department, school, university, and Faculty Senate committees) and entered into the course database by the Provost's Office BEFORE the program is made available to students.
9. **Signatures:** After the department chair and school dean sign the Program Approval Form, the packet should come to the Dr. George H. Bennett Office for International Education. After signing the form, the Director of International Education will forward the packet to the VPAA for final approval. Program approval documents will be housed in the International Office, and signed copies will be sent to the faculty member, department chair, and school dean.