COLUMBUS STATE UNIVERSITY

STUDY ABROAD DIRECT ENROLLMENT PROGRAM PROPOSAL

*All proposals are due at CGE by April 1 of the preceding year for programs proposed for the next academic year, including the fall, spring or summer semester. Once a proposal has been approved, the Program Authorization Form must be completed each year the program will be offered.*

Program Title

Program Location(s)

Dates of Program

In submitting a proposal, the faculty member accepts and commits to following the CSU Study Abroad Program Director’s Handbook and the CSU Study Abroad Program Review and Fiscal Guidelines. Attach a description of the proposed program that addresses all of the following:

1. Mission Statement for the proposed program; how is the program relevant for CSU students;
2. Department Chair review, International Studies Certificate Coordinator review, Director of CGE review; relevancy of program for major, study abroad, and International Studies Certificate
3. Student behavior guidelines and/or policy contracts (sample contracts and CSU/CGE handbooks);
4. Projected number of students and faculty members;
5. Room and board arrangements;
6. Description of program affiliations, host institutions, and service providers;
7. Security arrangements;
8. Plan for administering the mandatory Study Abroad Course Evaluation on the CGE website; and
9. Pending approval of the direct enrollment program, a site visit must be conducted to ensure the programs quality and safety

Signatures below certify that this program meets the fiscal and academic standards of CSU. The Program Director (program proposer), Department Chair, and Director of CGE have also reviewed the program, based on the 1) CSU Study Abroad Program Director’s Handbook, 2) CSU Study Abroad Program Approval, Review and Fiscal Guidelines and 3) Board of Regents policies regarding study abroad programs. All documentation relevant to assessing the quality of the program and its proposed director must be submitted for review. If the program requires creation of a new course, it must go through the regular CSU curriculum approval process. If the program is approved, the Program Director will ensure that all policies and procedures included in the Study Abroad Directors Handbook will be followed.

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Program Director (Program Proposer) Date

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Department Chair Date

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Dean of College Date

(*Proposals should be submitted to the Center for Global Engagement with all accompanying documentation and the signatures above. Signatures below will be requested by the Center if the proposal is approved.*)

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Chair, Study Abroad Subcommittee Date

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Chair, International Education Committee Date

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Director, Center for Global Engagement Date

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Provost/Vice-President for Academic Affairs Date

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Vice-President for Business and Finance Date

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President Date