

## UCC Curricular Policies and Procedures Handbook – Education Abroad Section

### EDUCATION ABROAD EXPERIENCES/PROGRAMS

#### Objectives

International education is an important part of the mission of CSU. The University maintains programs to contribute to interpersonal, intercultural, and international understanding. Education Abroad at CSU encourages students to undertake study, research, internships, service learning, or other education opportunities outside the United States to broaden their perspectives and increase their awareness and understanding of other cultures and international issues. These learning opportunities are offered during the semester(s), summer, and university breaks to meet the academic needs and varied schedules of students, faculty, and staff. The benefits of education abroad experiences, considered a High Impact Practice (HIP), extend beyond personal growth, but contribute to a better-informed and civil society. A rich body of research connects the value of HIPs to students' academic growth and ability to graduate at higher rates. An education abroad creates added benefits to the curriculum offered on campus by improving and enhancing a student's academic experience through engaged learning in a host country - in and out of the classroom environment.

#### Definitions

***Education Abroad Experience/Program*** – This refers to an individual course or set of courses that are taught abroad by CSU faculty or staff members or by a host institution. These can range from 1 week to 1 year abroad and can offer CSU credits or transfer credits. The term “Program” refers to the more comprehensive international experience, which includes courses, housing, engagement with the host culture, excursions, risk management, social support, etc. Included in these experiences/programs are:

- ***Direct Enrollment, Exchange, or other transfer credit courses/programs abroad*** – This refers to a more traditional model of “study abroad”, which typically involves a short-term, semester, or year abroad at a host institution. Students receive transfer credits from the host institution or through a School of Record, which is evaluated for transfer credit equivalencies first by the Office of the Registrar and then, as needed, by the academic department prior to departure. This is also the part of a larger *Education Abroad Experience/Program*.
- ***CSU Courses Offered Abroad*** – These refer to CSU courses developed by departments and vetted through all curriculum committee levels, which are taught by CSU faculty or qualified staff. These courses are integrated into a larger *Education Abroad Experience/Program*. Most of the following guidelines refer to the approval process for offering CSU courses abroad.

### GUIDELINES AND PROCEDURES FOR CSU COURSES OFFERED ABROAD

The following guidelines and procedures aid College Curriculum Committees and the UCC in reviewing the requests for CSU courses offered abroad.

#### Initial Considerations for all Education Abroad

Any CSU course which involves travel to another country for more than one student participating in the same set of experiences is a study abroad course. **All** study abroad courses, both permanent and provisional, require approval by the Office of International Programs (OIP) for nonacademic aspects each time the course is offered.

Any CSU faculty or staff member may initiate an education abroad program by submitting the course and program overview to the Department, College, and OIP for approval. The nonacademic elements of the program, especially points related to risk management, must be reviewed by OIP before submission through the Curriculum Management System (CIM) for the educational merit of the CSU courses. Faculty members should explore how the acceptance of credits will apply toward a student's degree requirements prior to departmental approval. The

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program leader must act in accordance with professional ethics and responsibilities as described in the [Academic Faculty and Administrative Professional Manual](#) of CSU.

### **Courses offered abroad for unique and individual cases (e.g. Practicum (-86), Internship (-87), Independent Study (-94 and -95), or Research (-98))**

Please refer to the UCC Curricular Policies and Procedures Handbook. These courses would not be transcribed as “Study Abroad”. However, all students traveling abroad for academic reasons must register their travel with the OIP and will receive international insurance coverage as well as current health and safety information. All university employees should encourage students to visit the OIP to reduce potential risks and harm to students as well as liabilities for the institution and its employees.

The following procedures and guidelines have been adopted for requesting CSU courses offered abroad:

### **MECHANISM FOR COURSE OFFERING, ACCEPTANCE OF CREDITS, AND GRADES**

Courses may be offered through CSU or the participating host institution. CSU courses that have been successfully offered for credit at least once may be resubmitted to UCC for permanent course consideration.

#### **Students on Financial Aid**

CSU students who are eligible for financial aid may receive it while participating in approved, credit-bearing education abroad programs. All students have the opportunity to apply for additional financial aid. Students should work with the Office of Financial Aid to confirm eligibility.

#### **Course Evaluation**

At the completion of an education abroad program, the OIP will solicit written evaluations from the participating students, program leader, and possibly the representatives of the host institution/program provider. These evaluations will be used in the development of future courses and experiences/programs and will be available for review by interested parties within the University.

#### **Mechanism for Approval of CSU Courses Offered Abroad**

- A. OIP shall not process student applications for any *Education Abroad Experience/Program* until all courses offered are approved by UCC. Education Abroad Experience/Programs (which is not a Program of Study) may be advertised prior to all courses being approved, but language should note that the course(s) is (are) still pending approval.
- B. Faculty members interested in proposing a new course(s) should consult with their department and OIP to gather the following support and documents:
  1. The OIP will initially review and approve the nonacademic aspects of the course and prepare a statement indicating which unit on campus at CSU will assume responsibility for overall administration of the education abroad experience/program. Program administration will include: arrangements of the flight, ground accommodations, classroom facilities, registration of students, handling of finances, medical insurance, orientation, and trouble-shooting, both before departure and while the program is underway.
  2. Course proposals will also be discussed and submitted to the unit’s department and college curriculum committees through the Curriculum Management System (CIM) for course consideration. Prior to submission, the following additional information must be addressed:
    - a. Approval by the unit’s leadership indicating the unit’s commitment to the proposed program.
    - b. A description of the course (course content, lectures, seminars, excursions, contact hours). Consideration of learning objectives and methods, credits, and the manner of evaluation of students’ performance based on the existing grading system.

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The following documents must be attached to the CIM course proposal for all CSU courses taught abroad:

1. A budget that identifies the program and tuition costs, the amount of remuneration for the program instruction, amount of remuneration for the faculty member(s) and the minimum number of students required to offer the course.
2. A letter of support from the OIP referencing the review of the non-academic aspects of the program.
3. Course description with itinerary, contact hours (online, in-person, including hours before, during, and/or after), and syllabus.

### Provisional CSU Courses Offered Abroad (-82)

The following procedures apply for all subject codes except SA, Study Abroad (e.g. SA 482, SA 682):

- A. New CSU courses offered abroad shall be referred to as Provisional CSU Courses Offered Abroad (i.e. Study Abroad) and shall be designated by the number -82.
- B. Courses numbered -82 require approval by the UCC **each time** they are offered.
- C. CSU courses offered abroad are available at the 100 through 600 levels. Refer to course levels section in this handbook. The specific course number and subtopic letter will be assigned by the Office of the Registrar.
- D. CSU courses offered abroad should be labeled as “Study Abroad *Course Topic in Location*” such as “Study Abroad Natural Resource Management in Tanzania”. If there are more than 45 characters in the title, the subtopic line could include the location or other course descriptors.
- E. An initial offering could be proposed as a permanent course if the purpose is to add a new location for an existing CSU course offered abroad.
- F. Best practices recommend that international experiences complete approximately one credit per calendar week, so that students have time to process and reflect upon their learning. Additional credits may be allowed for class lectures and assignments, including readings, projects, or any other related academic endeavor before and/or after the travel. See Guidelines for Contact Hours outlined below.
- G. Requests for study abroad courses must be submitted in a timely manner based on the schedule provided by International Programs, Registrar’s Office, and the UCC to allow for college curriculum committee, UCC, and FC approval in time for inclusion in the class schedule prior to registration for the term involved.
- H. Study Abroad courses (unless they have permanent status) will not be listed in the General Catalog but will be included on the student’s academic record.
- I. Courses to be offered through CSU Online or with another educational institution are subject to these policies and procedures.
- J. An initial offering could be proposed as a permanent course if the course is intended to meet All-University Core Curriculum (AUCC) requirements. Department and College support is required prior to submission in CIM.
- K. Students may not use the same study abroad course offered abroad to satisfy multiple AUCC categories/requirements. Education Abroad participants receiving at least **three** credits abroad in one course will satisfy AUCC category 3E: Diversity and Global Awareness.

### Permanent CSU Courses Offered Abroad

- A. CSU courses offered abroad that have been successfully offered at least once may request permanent status. A successfully offered course is one that has been offered at least once during the last four years in essentially the same format and in which students have earned CSU credit. A course cannot be considered for approval as a permanent course if it has not been successfully offered at least once for credit. Please note the exceptions for new locations and new AUCC courses noted above under Provisional CSU Courses Offered Abroad, points E and J.

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- B. A permanent study abroad course must use “Study Abroad: *Course Topic in Location*”.
- C. To apply for permanent status, a unit must complete the requirements for Study Abroad Courses and use an available number (-00 to -79) within the course subject code (instead of -82).
- D. As with any CSU course, departments should submit changes to learning objectives, credits, title, location, and other substantive changes through CIM to the UCC.
- E. Each time a permanent course is offered abroad the OIP must review the nonacademic aspects of the plans prior to accepting students and making binding financial commitments.
- F. Permanent courses offered abroad will be listed in the General Catalog and will be included on the student’s academic record.

### **Noncredit Travel Courses**

- A. Noncredit travel courses are to be approved each time they are offered by the initiating department or administrative unit and then reviewed by the OIP. The faculty curricular committees do not need to review non-credit experiences abroad.

### **Guidelines for Contact Hours**

#### **Federal Department of Education definition of a “credit hour” for all courses:**

A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally-established equivalency that reasonably approximates not less than:

- 1) one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or
- 2) at least an equivalent amount of work as required in paragraph (1) of this definition for other activities as established by an institution, including laboratory work, internships, practica, studio work, and other academic work leading toward to the award of credit hours. 34CFR 600.2 (11/1/2010)

#### **Colorado Department of Higher Education (CDHE) guidelines:**

Institutionally defined but must be comparable with credit hour limits at other institutions nationally. Institutions must have written institutional policies and must keep records documenting programs offering study abroad and how the number of credits [sic] hours awarded was determined.