UGA ACADEMIC UNIT APPROVAL FORM
FOR FACULTY-LED PROGRAMS ABROAD

Instructions for Program Leaders: This form is to be used for approval of programs offering UGA resident credit only; this process is not required for UGA exchange partners nor external programs from which UGA accepts transfer credit. Please attach course syllabi to this form.

Program Name: ____________________________________________

Program Leader Name, Title, address, phone and email: ____________________________________________

Program Leader’s academic position: ____________________________________________________________

Term and estimated dates for first offering of the program: _________________________________________

Course #1 Information: Title: _________________________________________________________________

Course Prefix: _______ Course Number: _______ Credit Hours: _______ Capacity: ________________

Duration: ___________ (contact days) Total contact hours delivered by UGA faculty: ________________

(Attach additional information if the program has multiple courses)

Information for Department Heads and Deans: your signatures below indicate your approval of this study abroad program and the accompanying syllabi and that you have ascertained the following:

☐ The program offers the requisite contact hours for the credit hours to be awarded, per UGA Contact Hour policy. Please pay close attention to short duration program proposals with multi-destination itineraries. See link here for more information.

☐ The curriculum is appropriate and sufficiently rigorous, commensurate with other courses in your department/college; content, pedagogical method(s) (lecture, field research, lab research, internship, service-learning, etc.) and number and types of assignments are appropriate to the discipline,

☐ This program contributes to the teaching goals of the department/major.

☐ All course numbers listed are existing UGA courses or are currently in the process of curricular approval and expected to succeed.

☐ The program director has made adequate provision for student access to course materials (see links for Instructor of Record, Faculty Credential and Study Abroad Foreign Faculty. In your program planning, please consider students’ access to libraries, labs, and other materials and resources needed for completing coursework. The UGA library can help: to see about setting up a customized website for your program, a sort of on-line reserve collection accessible from abroad, please contact Ms. Diana Hartle, Reference Librarian, Science Library, dhartle@uga.edu or (706)542-6399. For examples already in use by UGA study abroad programs, please visit: libs.uga.edu/ref/dl/studyabroad/index.html.

☐ The program director, any other UGA faculty, any local (foreign) faculty scheduled to teach in the program, and all graduate teaching assistants are qualified in accordance with UGA Instructor of Record Policy. UGA teaching assistants must meet the required number of graduate hours and other Instructor of Record requirements and must be pursuing a degree at UGA at the time of the education abroad program.

For questions, contact Dr. Yana Cornish, Director, Education Abroad, at yanac@uga.edu or (706) 542-2900

Revised January 2015, EK/YC (SEE NEXT PAGE FOR SIGNATURES)
Department & college staff approval – (this form requires original signatures)

<table>
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<tr>
<th>Name</th>
<th>Signatures</th>
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<tr>
<td>Program Leader</td>
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<td>Department / Division Head</td>
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<tr>
<td>Dean / Associate Dean</td>
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