

**TO:** CLA Department Heads; IDIS Program Chairs, and Curriculum Committee Chairs

**FROM:** Joan Marshall

**DATE:** March 1, 2007

**SUBJECT:** CLA Study Abroad Course Approval Procedures

Attached is a set of procedures for obtaining academic approvals for study abroad courses that are now in effect. Typically, study abroad courses that will need to be approved using these procedures are single course offerings during the summer, maymester, and spring break. These procedures **do not** apply to semester long multiple course study abroad experiences.

This approval process was created by the CLA Educational Policy Committee to replace an outdated process for CLA “study tours.” The attached document was reviewed by the CLA Department Heads and approved by the CLA Senate at their January 16, 2007 meeting.

If you have any questions about the procedures, feel free to contact me.

cc: Jay McCann  
David Santogrossi



## **Guidelines for CLA Departmental Study Abroad Courses at Purdue University**

*[Unanimously approved by the CLA Educational Policy Committee, December, 2006, and by the CLA Senate, January 2007]*

As a matter of educational policy, to sustain academic standards while encouraging Study Abroad opportunities, the Educational Policy Committee of the College of Liberal Arts sets forth the following guidelines.

- 1) All departmental CLA Study Abroad Programs must go through the academic approval process described below. This process requires the approval of the relevant departmental curriculum committee(s) for the course, and the approvals of the Department Head(s), the Dean of the College of Liberal Arts, the Director of Programs for Study Abroad, the Dean of International Programs, and the Vice Provost for Academic Affairs.
- 2) The signature of the relevant Department Head (or Heads if the course involves more than one department) indicates that the specific course offering (including the designation of responsible faculty, the syllabus, and the itinerary) has the approval of the departmental curriculum committee(s).
- 3) As a matter of principle, every CLA study abroad course must reflect the academic standards of the Department(s) and CLA on the West Lafayette campus. The course syllabus must demonstrate that: (a) the number of credit hours is justified by the number of “study hours” for the course (whether in a classroom setting, visiting important places abroad, interacting with locally available experts and Purdue faculty abroad, etc.), and (b) the assessment (testing, papers, or other assignments) is intellectually equivalent to that demanded of a course conducted here on campus.
- 4) Once academic approval is obtained from the department curriculum committee, the course does not need to be submitted for review upon subsequent offering.
- 5) If the study abroad experience is included as part of a regular (not variable title) CLA course offering, the course does not need to be submitted for review by the department curriculum committee.
- 6) After academic approval is obtained, the organizers of the study abroad course must seek fiscal approval (rate request) through normal budgetary channels as well as structural approval and support from the Office of Programs for Study Abroad.
- 7) Faculty members and departments planning such courses must allow sufficient time for all necessary approvals. Typically the process, from inception through execution of the program, takes approximately twelve months.
- 8) This policy will be reviewed periodically by the Educational Policy Committee. A review should be conducted in five years, if not sooner.