



OFFICE OF STUDY ABROAD SHORT-TERM FACULTY LED PROGRAMS POLICY

3/27/2014

Office of Study Abroad, St. Louis, MO

COURSE APPROVAL PROCESS

All Short-term course proposals must be submitted for approval according to the process described in this document and in addition to anything outlined by each college or school. Faculty Leaders may proceed with course creation and promotion after full approval by all departments and individuals listed here:

- I. College/School: Proposals should be submitted according to applicable College/School procedures and will involve the Department Chair and Office of the Dean.
 - A. If a course is cross-listed with more than one college, it must be approved by all applicable Departments and Deans. This approval must take place prior to the stated Office of Study Abroad deadlines and must follow the normal cross-listing process.
 - B. Colleges/Schools are responsible for approving the following:
 1. Academic quality and integrity
 2. Qualifications of the Faculty Leader
 3. On-location academic arrangements
 4. Assigned course number and course title
 5. Prerequisite requirements
 6. Overall schedule of short-term courses offered by the College/School
 7. Inclusion of non-credit participants and travel companions
 - C. Any new course should go through the appropriate department and school or college curriculum committee or graduate council process.

- II. Office of Study Abroad: If a short term study course involves travel to an international location from the originating campus The Office of Study Abroad is responsible for approving the following:
 - A. Plans for travel and logistic arrangements are reasonable and viable.
 - B. Assess the viability of support required from Webster International campus staff and facilities
 - C. Overall schedule of short-term courses offered by the University community
 - D. Country Entry documentation requirements
 - E. Safety of the proposed location

- III. Office of Risk Management: The Office of Risk Management is responsible for approving the risk assessment and safety & security measures which should address geographic risks such as:
 - A. Public Health / Medical Facilities / Disease / Healthcare
 - B. Roads / Traffic / Transportation Safety
 - C. Civil Unrest / Socio-economic and Cultural Conditions
 - D. Political Climate
 - E. Terrorism / Crime
 - F. Weather / Natural Disasters
 - G. Review State Department Travel Warnings and Alerts, their Country Specific Information, Center for Disease Control Country/Region report, and the CIA The World Factbook. Courses traveling to countries or locations with a U.S. Department of State Travel Alert or Travel Warning are subject to additional review according to the Webster's Travel Warnings and Alerts policy.
 - 1. See Appendix for Webster Travel Warning and Alerts Policy

- IV. Academic Affairs: The Office of Academic Affairs is responsible for approving the following:
 - A. Final approval of the academic quality and integrity of the course proposal
 - B. Proposed budget expenditure for faculty and course features
 - C. Overarching issues related to Webster University that may affect the proposed course.

- V. Course Approval: Upon final approval of the course by all relevant departments, the Office of Study Abroad is responsible for notifying the College/School, the Department Chair, the Faculty Leader and Risk Management.

TIMETABLE AND DEADLINES

Each college/school may establish their own internal deadline for receiving proposals for faculty led programs. These must be earlier than the deadline for submittal to the Office of Study Abroad (see table below).

After the approval by the college/school, the proposals are sent to the Office of Study Abroad for its action and referral to Academic Affairs. The risk management documents of the proposal are sent to the Office of Risk Management for their review.

Office of Study Abroad and Academic Affairs timetable:

	<i>Fall Break</i>	<i>Winter Break</i>	<i>Spring Break</i>	<i>Summer Break</i>
Submission/Proposal to Office of Study Abroad	February 15	April 15	June 15	August 15
Approval/Denial by Academic Affairs	March 1	May 1	July 1	September 1
Appeals Deadline	March 15	May 15	July 15	September 15
Reconsideration by Academic Affairs	June 15	June 1	August 1	October 1
Student Application Deadline with Deposit	August 15	September 15	December 15	January 15
Program Timeline →	Mid October	December to January	Mid March	May to August

The Office of Risk Management (ORM) will review the risk assessment and safety and security measures. If found to be appropriate, they will be approved, if not, ORM shall communicate with the college/school for further discussion.

FINAL APPROVAL OF PROPOSAL

Once the Office of Study Abroad, Academic Affairs and The Office of Risk Management review the program proposal and favor it, they will certify their final approval by signing the appropriate document: Final Approval of Program Proposal form.

Distribution of Approval Form

The Office of Study Abroad will maintain the approvals original form. The following will received copies of the form along with the final approved program budget: Office of Risk Management, Academic Affairs (International Programs), Program Faculty Leader, Chair of the Sponsoring Department, others as required.