

# WESTERN OREGON UNIVERSITY

## Office of Study Abroad and International Exchanges Approval of New Study Abroad Programs

### WOU Faculty Led Programs

WOU's process for faculty to propose new study abroad programs was developed and endorsed by the faculty senate's International Education and Services Committee and approved by the Provost January 25, 2005.

1. Faculty member meets with Director of Study Abroad and International Exchanges to determine feasibility of the program and the best format and dates for offering the program.
2. If feasible faculty member completes a pre-proposal form and obtains signatures from Department Head, Division Chair, College Dean.
3. Submits pre-proposal to Director of Study Abroad and International Exchanges.
4. The director of Study Abroad and International Exchanges presents pre-proposal to International Education and Services Committee.
5. The committee either endorses the program in concept and asks for a full proposal; requests additional information; or does not endorse the pre-proposal. The faculty member is notified of the decision.
6. If a full proposal is requested, the faculty member completes the full proposal, obtains the required signatures, and submits to the director of Study Abroad and International Exchanges.
7. The director of Study Abroad and International Exchanges presents the full proposal to International Education and Services Committee.
8. The faculty member is invited to meet with the committee to answer questions about the proposal.
9. If the International Education and Services Committee endorses the program, the director of Study Abroad and International Exchanges and the International Education and Services committee forward the proposal to the Provost for his consideration.
10. If the Provost approves, the program is implemented.
11. The Office of Study Abroad and International Exchanges provides administrative, faculty, and student support for the program.
12. The continuation of all WOU faculty developed study abroad programs is contingent upon having sufficient enrollment for each program to be self-sustaining.

NOTE: The academic divisions and departments identify and approve the WOU equivalencies for all courses offered in the study abroad programs.