**SAINT LOUIS UNIVERSITY
NEW SEMESTER & ACADMIC YEAR STUDY ABROAD & EXCHANGE**

**PROGRAM PROPOSAL**

**General Procedures:**

New semester and academic year study abroad and exchange proposals should originate with faculty or staff and carry the endorsement of appropriate departmental and college administrators.

The Office of International Services welcomes and encourages early and informal consultation by faculty, staff and academic units exploring new study abroad and exchange partnerships.

Academic units and colleges are responsible for reviewing the program, course and instructional delivery methods.

**Study Abroad Program:** A program in which Saint Louis University students study at a partner institution on a fee paying basis. Saint Louis University students pay a study abroad program fee, determined by the Office of International Services, and Saint Louis University then pays the partner institution.

**Exchange Program:** Exchange Programs are programs in which Saint Louis University students study at a partner international institution and, in exchange, students from the partner international institution study at Saint Louis University. These agreements are traditionally based on a one-to-one exchange within an academic year, with an exchange of students, but no exchange of funds. Saint Louis University students continue to pay Saint Louis University tuition.

**Submission Procedures:**

Academic units interested in proposing new semester or academic year study abroad programs should submit the **New Semester & Academic Year Study Abroad & Exchange Program Proposal** to the Saint Louis University Office of International Services**.**

Program proposals that have the support of the chair(s) and dean(s) of the sponsoring SLU department(s) and college(s) will be reviewed by the Office of International Services and routed to the Vice President of Enrollment and Retention Management for approval.

The Office of International Services will work with academic units regarding the affiliation agreement process for approved programs and subsequent marketing.

**Sample Deadlines:**

In order to provide adequate time to appropriately develop and market quality programs, the Office of International Services recommends submitting new program proposals by the deadlines outlined below. The deadlines serve as guidelines based on required university/partner approvals. Efforts will be made to expedite process, if possible.

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| **Proposal Deadline** | **Agreement Signed &** **Program Promotion** | **Study Abroad Application Deadline** | **Student Participation** |
| February 1, 2018 | March 2018 – September 2018 | October 1, 2018 | Spring 2019 |
| September 1, 2018 | October 2018 – February 2019 | March 1, 2019 | Fall 2019 |
| February 1, 2019 | March 2019 – September 2019 | October 1, 2019 | Spring 2020 |
| September 1, 2019 | October 2019 – February 2020 | March 1, 2020 | Fall 2020 |

**Submit completed proposal forms to:** Office of International Services

Saint Louis University
 Des Peres Hall, Room 102

 Phone: 314-977-4081

 Fax: 314-977-3412

 Email: anne.cavedine@slu.edu

**BASIC PROGRAM DESCRIPTION**

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| --- |
| International academic institution:       |
| Country:       | City:       |
| Sponsoring department at SLU:       |
| Sponsoring department within international institution:       |
| Co-sponsoring U.S. institutions or organizations, if any:       |
| Dates of the program (estimated academic calendar) : Fall :      Spring:      Full academic year :       |
| Estimated number of participants :       |
| Program type : [ ]  Study abroad [ ]  Exchange       [ ]  Other  |
| Target students : [ ]  Undergraduate [ ]  Graduate [ ]  Both  |
| Program availability: [ ]  Fall [ ]  Spring [ ]  Full academic year  |
| Minimum number of participants the program can accommodate :      Maximum number of participants the program can accommodate :       |
| Provide a brief description of the host institution and its location.       |
| Is the location of the program currently under a U.S. Department of State or Centers for Disease Control and Prevention travel warning? [ ]  Yes [ ]  No *If yes, please review the* [SLU Travel Warning Policy](http://www.slu.edu/study-abroad/going-abroad/health-and-safety/travel-warning-policies.php) *and contact the Office of International Services for additional information regarding the special petition to travel to a restricted region.*  |

**RATIONALE**

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| What is the academic rationale for establishing this program:       |
| Is there any conflict or overlap with existing SLU programs overseas:       |
| What evidence is there of SLU student demand/need for this program:      |
| Explain how the site was chosen and evaluated:      |

**ELIGIBILITY REQUIREMENTS:**

*Please note that Saint Louis University policy requires that all SLU study abroad students be in good academic and disciplinary standing. The standard minimum cumulative GPA requirement for Saint Louis University is 2.5. If the proposed program has any additional eligibility requirements, please outline below.*

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| Minimum GPA:       |
| Course pre-requisites:      |
| Major:       |
| Language level:       |
| Class Standing:      |
| Other:       |

**ACADEMIC PROGRAM ABROAD**

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| Language(s) of instruction:        |
| How many credits will each participant be required to take:        |
| Provide description of range of courses offered:       |
| Major(s) from which students are likely to be drawn:       |
| Describe classroom or other teaching facilities on site:      |
| Describe the credit hours and grading scale used by the host institution:       |
| Does the program provide any internship opportunities for visiting international students: [ ]  Yes [ ]  No If yes, please explain:       |
| Does the program provide any research opportunities for visiting international students: [ ]  Yes [ ]  No If yes, please explain:       |
| Does the program provide any volunteer opportunities for visiting international students: [ ]  Yes [ ]  No If yes, please explain:       |

**STUDENT SUPPORT:**

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| Describe student housing accommodations in detail:      |
| Describe student meal accommodations in detail:       |
| Describe the on-site orientation (include both academic preparations and those that focus on logistics, if applicable):       |
| Describe excursions or group activities available to program participants:       |
| Describe the office or individual overseas who will address students’ logistical, academic, personal, medical and emergency concerns and provide contact information:      |
| Other:       |

**FINANCES:**

***(to be completed by the Office of International Services)***

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| What fee will SLU be charged for SLU participants:       |
| What does this charge include (fees to host institution, room & board, orientation, excursions, etc.):       |
| Is housing billed directly by the host institution: [ ]  Yes [ ]  No If No, explain:      |
| Other:       |

**APPROVALS**

Please obtain signatures from the Chair or Director of the sponsoring department as well as the Dean of the sponsoring College/School. The Office of International Services will review the petition and route for review, approval and signature by Vice President of Enrollment & Retention Management.

**CHAIR OR DIRECTOR OF THE SPONSORING DEPARTMENT:**

Name: Signature: Date:

**DEAN OF THE SPONSORING COLLEGE/SCHOOL:**

Name: Signature: Date:

**REVIEW BY THE OFFICE OF INTERNATIONAL SERVICES:**

Name: Signature: Date:

**VICE PRESIDENT OF ENROLLMENT & RETENTION MANAGEMENT:**

Name: Signature: Date: