**SAINT LOUIS UNIVERSITY  
NEW SEMESTER & ACADMIC YEAR STUDY ABROAD PROGRAM PROPOSAL**

**General Procedures:**

New semester and academic year study abroad 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 partnerships.

Academic units and colleges are responsible for reviewing the program and course subject matter and the 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.

**Submission Procedures:**

Academic units interested in proposing new semester or academic year study abroad programs should submit the **New Semester & Academic Year Study Abroad 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 International Initiatives Committee.

The International Initiatives Committee will review all program proposals and reach an approval decision. 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** |
| September 1, 2014 | October 2014 –  February 2015 | March 1, 2015 | Fall 2015 |
| February 1, 2015 | March 2015 –  September 2015 | October 1, 2015 | Spring 2016 |
| September 1, 2015 | October 2015 –  February 2016 | March 1, 2016 | Fall 2016 |
| February 1, 2016 | March 2016 –  September 2016 | October 1, 2016 | Spring 2017 |

**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: acavedi2@slu.edu

**BASIC PROGRAM DESCRIPTION**

|  |  |
| --- | --- |
| 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) :  Semester 1 :  Semester 2 :  Full academic year : | |
| Estimated number of participants : | |
| Program type :  Study abroad  Other | |
| Target students :  Undergraduate  Graduate  Both | |
| Program availability:  Semester 1  Semester 2  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. | |

**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: |
| How will this program support the mission of Saint Louis University: |
| How does the proposed program align with the University-wide undergraduate student learning outcomes: |

**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: |
| Provide the following attachments:  Academic calendar  Sample course listing  Course descriptions |
| 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 how the program will bring SLU students into direct contact with the host culture in meaningful ways: |
| 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: |
| 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: |
| Provide contact information for the office or individual overseas who will address students’ logistical, academic, personal, medical and emergency concerns: |
| Other: |

**FINANCES:**

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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: |

**OTHER AREAS OF COLLABORATION:**

*Please note that all international joint and double degree programs must be coordinated with the Office of Academic Affairs.*

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| --- |
| International Joint Degree Program:  Yes  No  Possibly in the future |
| International Double Degree Program:  Yes  No  Possibly in the future |

**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 the International Initiatives Committee, the Vice President of Enrollment & Retention Management and the Provost.

**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:

**CHAIR OF THE INTERNATIONAL INITIATIVES COMMITTEE:**

Name: Signature: Date:

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

Name: Signature: Date:

**PROVOST:**

Name: Signature: Date: