

International Short-Term, Credit-Bearing Study Abroad Courses

Procedure for Approval of Short-Term Study Tour Classes

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| I. | If you have never led students abroad for CSULB, you need to attend a Short-Term Study Tour Workshop | <i><u>Dates for Winter/Summer</u></i>
<i>Late Feb./Early Sept.</i> |
| II. | Meet with your Department Chair to discuss preliminary ideas before proceeding further. With the Chair's approval, you can: | <i>Early March/Mid-Sept.</i> |
| | A. Meet with staff of the Center for International Education (CIE) to discuss preliminary ideas. | |
| | B. Advise University and College Extension Services (UCES) of potential offering; obtain due dates, etc. | |
| III. | Meet with the CIE Staff to review detailed proposal and receive their sign-off. With their approval, you can then: | <i>Late March/Early Nov.</i> |
| | A. Submit detailed proposal to Department Chair for final sign-off. | |
| | B. Submit detailed proposal to College Dean for final sign-off. | |
| IV. | With final sign-offs from the CIE, your Department Chair and your Dean, you may meet with a UCES staff member in preparation for meeting with the UCES Advisory Committee. Your complete budget must be ready. | <i>Early April/Early Nov.</i> |
| V. | Meet with UC Advisory Committee, receive their approval. | <i>Mid-April/Mid-Nov.</i> |
| VI. | Meet with the Student Fee Policy Advisory Committee, receive their approval for the level of fees you propose. | <i>Early May/ Early Dec.</i> |
| VII. | Receive final approval from the Dean of UCES. | <i>Early May/Early Dec.</i> |
| VIII. | Submit promotional material to UCES. | <i>Mid-May/Mid-Dec.</i> |
| IX. | Conduct initial Orientation for Students | <i>Mid-Sept./Mid-March</i> |
| X. | Student Trip Deposits Due | <i>Mid-Oct/Mid-April</i> |
| XI. | Student Final Payment Due | <i>4 weeks prior to course</i> |
| XII. | Final report to UCES and the CIE with copies to Department Chair and Dean. | <i>30 days after course ends</i> |