



***STUDY ABROAD PROGRAM PROPOSAL DEADLINES***

**Spring 2020 programs: April 26, 2019**  
**Spring break (2020) programs: August 25, 2019**  
**Summer 2020 programs: August 25, 2019**  
**Fall 2020 programs: December 14, 2019**

**Note:** A complete proposal with signatures is required for all new programs, and every three years thereafter. For existing programs of less than 3 years with the same director(s), update only the course information, budget and itinerary and return to Center for International Education. However, a complete proposal is also required whenever a new program director directs an existing program, the program location changes, or when new courses are offered.

Program Director (1) \_\_\_\_\_ Department \_\_\_\_\_

Office Phone \_\_\_\_\_ Email \_\_\_\_\_

Program Director (2) \_\_\_\_\_ Department \_\_\_\_\_

Office Phone \_\_\_\_\_ Email \_\_\_\_\_

Program Destination(s): \_\_\_\_\_  
 (List all cities and countries)

Program Dates: \_\_\_\_\_

*Note: Please ensure that the program dates fall within a specified summer term (refer to academic calendars on the Registrar's Office website).*

Proposed Course(s):

	<u>Department &amp; Course Number</u>	<u>Course Title</u>	<u>Number of Credits</u>
<i>Example</i>	<i>HIST 115</i>	<i>Pre-Modern History</i>	<i>3</i>
Course #1			
Course #2			

**Note:** *Each department is responsible for contacting the Registrar's Office to schedule study abroad courses in the appropriate term. Maximum enrollment should be set at zero. CIE will enroll students in the respective courses at the appropriate time.*



**Eligible Participants:** (other than degree seeking CofC students)

- \_\_\_\_\_ Visiting College Students
- \_\_\_\_\_ Pre-College Students
- \_\_\_\_\_ Auditing Students
- \_\_\_\_\_ Seniors/Retirees\*
- \_\_\_\_\_ Alumni/Community Members\*

*\* Please note that only full tuition paying students can be counted toward the 10 students needed for a full faculty salary.*

**Special Considerations:**

1. Is a visa required of program participants?      Yes \_\_\_      No \_\_\_
2. Are there any immunizations required?      Yes \_\_\_      No \_\_\_

If yes, please list:      A. \_\_\_\_\_      B. \_\_\_\_\_  
   C. \_\_\_\_\_      D. \_\_\_\_\_

3. Are there any physically strenuous activities of which students should be aware?

Yes (please describe) \_\_\_\_\_

**Proposed Budget:**

**Program budgets should be based on estimates from bonded travel agents and/or logistical providers.** Please contact CIE if you need assistance with determining logistical arrangements. The CIE has established partnerships with organizations that can provide logistical arrangements. Reputable organizations should at least provide the following information/services:

- The least expensive and safest means of air transportation;
- Options for lodging and food;
- Costs of ground transportation;
- Information about any visas or immunizations required;
- Advise on the number of travelers needed to earn free tickets and/or discounts;
- Payment schedules including deposits and final payments.

The program budget should be based on a **minimum of 10 participants** per faculty member. The total per person cost must include all the expenses of the program director(s) including airfare, lodging, food, entrances, ground transportation, incidentals, etc.

**Program Fee Total Per Student:** \_\_\_\_\_

(Please complete program budget breakdown on next page)

Applications are due no later than October 14 (for Spring programs), March 1 (for Summer programs), or April 1 (for Fall programs). **Program directors may change the application deadline only to an earlier date.**

Please specify any application deadline change: \_\_\_\_\_

## Program Budget Breakdown

Program: \_\_\_\_\_

Program Directors: \_\_\_\_\_

Minimum Number of Students: \_\_\_\_\_

<u>Description of Expense</u>	<u>Cost Per Student</u>	<u>Cost for Program Director(s)</u>	<u>Notes</u>
Airfare (including taxes/fees)			
Lodging			
Meals (specify which meals are included)		(Per Diem \$52/day)	
Ground transportation while abroad			
Entrance fees (e.g. museums)			
Gratuities (tips for tour guides, drivers, etc.)			
Travel agent fee (if applicable)			
International Student ID Card- \$25 (optional)			
Study abroad application fee	\$50		
Study abroad medical insurance	\$35/month	\$35/month	
Other (please describe)			
<b>Totals</b>			

Total Program Director(s) Cost	
Divided by number of students (minimum of 10)	
<b>Total Program Director(s) Cost Per Student</b>	

Total Cost Per Student	
Total Program Director(s) Cost Per Student	
<b>Advertised Program Fee</b>	

**Attestation:**

As the Program Director, I attest that I have read and understand the regulations and responsibilities for program directors contained in the *Handbook for Study Abroad Program Directors* and accept my responsibilities as such. I further understand that as Program director abroad I remain an employee of College of Charleston and am subject to the rules and regulations governing employees of College of Charleston and the State of South Carolina.

**Program Director 1**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Program Director 2**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Proposal Review and Approval:**

My signature below attests that I have reviewed the **proposal and course syllabi** and approve them for the study abroad program. Any significant adjustments to the approved proposal and courses, including program director, will require a new proposal.

\_\_\_\_\_  
Department Chair Name                      Department Chair Signature                      Date

\_\_\_\_\_  
Dean of School Name                      Dean of School Signature                      Date

\_\_\_\_\_  
Associate Provost, International Education Signature                      Date

Once complete, please return the proposal to:  
Center for International Education  
Multicultural Center, 207 Calhoun Street  
Phone: 953-7661  
Fax: 953-7663  
Email: [studyabroad@cofc.edu](mailto:studyabroad@cofc.edu)