



Stands For Opportunity

This form and the process below was developed by UCF Abroad, academic departments and colleges in order to ensure only approved courses to be delivered as part of a study abroad program are built and in a manner conducive to registration and reporting.

Course build process for short-term program course work:

1. All study abroad coursework is approved (using this form) by the chair of the department housing the course(s) at the same time the proposal is signed and before applications are open to students.
2. After the “commitment” deadline (when students must commit to the program) a course build spreadsheet utilizing the information on this form is created and forwarded by UCF Abroad to the appropriate college scheduler. This ensures that unnecessary course work is not built and placed on the academic unit’s/ faculty’s semester schedule for a program that is not an official “go”.
3. The scheduler either builds the course(s) or if past the college build deadline, requests that the Registrar build the course(s) according to the course build spreadsheet supplied by UCF Abroad.

Note:

*Courses are built closed. Permission numbers are generated and distributed by the college/ department to the “committed” students via the process used by the individual college/department.

*Program budgets and faculty compensation are determined by a minimum number of students registered in the minimum number of credit hours for a program as approved by the department chair. UCF Abroad DOES NOT HAVE THE ABILITY TO MONITOR STUDENT COURSE REGISTRATION. It is the responsibility of the interested party in the college or department to ensure student enrollment in associated course work.

*Please complete one form for each course to be offered.

Study Abroad Program Title	
Semester and Year (ex. Summer A, 2018) *To be eligible for maximum Financial Assistance participants must be registered in associated course work <u>during</u> the semester in which the program is approved and advertised to take place. <u>Please designate which summer term.</u>	
Start/ End Date *As of Fall 2014, all course instructors are required to document students' academic activity at the beginning of each course. Please note the semester dates listed here.	Fall 2017: Spring 2018: Summer A 2018: Summer B 2018: Summer C 2018:
Prefix & Number (ex. ARH 3842, SOP 3723) *Please verify that course exists in UCF catalog.	
Course Title *Title must match that which is listed in the UCF catalog <u>exactly</u> . Courses with the _955 designation may be titled “Study Abroad: Title as approved by department” (e.g. “Study Abroad: Religion in Italy”)	
Credit Hours *Number must be consistent with the UCF catalog or as approved by department.	
Mode of Instruction (ex. Face-to-Face, Online, Mixed Mode)	
Instructor Name *Instructor of record must be approved by UCF as having the credentials to teach a course in this discipline and at this level.	
Grading (ex. ABC, ABCS/U, SU)	
Language of Instruction	

Printed Name: _____
(Chair of department where course is housed)

Approval Signature: _____
(Chair of department where course is housed)