Thank you for your interest in teaching a cross-cultural or discipline-specific off-campus course. Please complete the following form by October 1st of the year prior to when the course is proposed to be scheduled (i.e. October 1, 2016 for 2018 courses):

**Faculty Leader**

(Note: Adjunct faculty may not be primary faculty leader on a cross-cultural course; however, in some very limited and specific circumstances, adjuncts will be considered to participate as a back-up leader.)

**Faculty Leader**

(Note: If faculty leaders are from different departments, each must complete a separate Pre-Approval Form with appropriate departmental and dean approval.)

**Today’s Date**

**Location(s)**

(List each country)

**J-Term or May-Term?**

(List term and year)

**Partner Organization**

(If applicable)

**Repeat Course?**

(Yes or No)

**Discipline-Based?**

(If so, list course number and title.)

**Signatures to be obtained by Faculty Leader:** By signing below, each individual agrees that this course will fit into the Departmental load for this/these faculty member(s).

- Department Chair

- School Dean

After the above signatures are obtained, submit this form to the Intercultural Office, Larsen Student Union, Room 212 or via campus mail, Suite 3050, for the remaining signatures:

- Director of the Intercultural Office

  On behalf of the International Risk Management Committee

  - Must be reviewed by International Risk Management Committee?
    - Yes ______  No______

Once approved by all of the above individuals, final copies of this form will be sent to all of the above individuals, as well as Dr. Robin Lauermann, Assistant Dean of General Education and Common Learning (Suite 3009).

Upon approval, the faculty leader is required to submit the standard General Education Course Proposal for Cross-Cultural Courses due on November 1st for new courses, and December 1st for repeat courses, of the year prior to when the course is to be scheduled. Successful completion of this pre-approval form does not guarantee that the course will run as part of the faculty’s normal 24 unit load. This will be finalized as part of the curriculum loading process in January.