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 serve as 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. Under-enrolled courses are subject to pro-ration of load.)

Faculty Leader ____________________________________________

(NOTE: Second faculty leader must teach course as an overload. If faculty leaders are from different departments, each must complete a separate Pre-Approval Form with appropriate departmental and dean approval.)

☐ Check here if course enrollments should be distributed evenly between faculty leaders in case of under enrollment.
☐ Check here if course enrollments should be pro-rated only to second educator in case of under enrollment.

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 __________________ Date: __________
- School Dean __________________ Date: __________

After the above signatures are obtained, submit this form to the Intercultural Office, Larsen Student Union, Room 204 or via campus mail, Suite 3050, for the remaining signatures:

- Director of the Intercultural Office __________________ Date: __________
  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 and Wendy Lippert, Assistant Director of Off-Campus Programs. 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.