

**COURSE PROPOSAL FORM**

**FOR SPECIAL COURSES OR SECTIONS HELD IN LOCATIONS OFF-CAMPUS**

(Proposal must be approved for *each* iteration of the course or section, *prior* to course submission to Registrar for scheduling.)

**Proposal Checklist – Please provide the following information, with attachments as necessary:**

1. Course overview:
  - a. Course number, title, and number of credit-hours:
  - b. Is the course required or an elective in the program:
  - c. Instructor(s) and staff (if applicable):
  - d. Targeted number of students:
  - e. Destination(s) off campus (attach an itinerary if available):
  - f. Dates of (i) travel and (ii) course instruction/experiences:
  - g. Attach copies of any special application forms or instructions that will be provided to students who are interested in the course.
2. Learning Outcomes – Provide coursework and assignments to be completed during period of course, including assessable learning outcomes and assessment tool(s) – list *or* attach syllabus:
3. Program Equity – Are there equivalent curricular options available to program students who are not able to participate in this off-campus course? If yes, please provide information.
4. Cost – Provide an assessment of costs (excluding UB tuition) for the course, in total based on targeted number of students, adding in costs for travel by instructor(s), and staff. Include any externally contracted educational services specific to this course. Do NOT require or include as a cost, special travel insurance policies for travelers, as these are optional for individuals who are under University coverage).
5. Fees – Provide a per-student fee proposal and analysis, based on target number of students. Please include in student fees the cost-share of instructor(s) or staff travel. Do not include any additional overhead fees; the Finance office will assess and add those.
6. Travel Contact Information – Provide contact information available during travel for all responsible parties (instructor(s) and/or staff).
7. Risk Assessment – Provide a current risk assessment for the course’s off-campus location(s), citing sources (e.g. U.S. State Department or other resources) and an estimated assessment for date(s) of travel.
8. Cultural Competency – Provide a plan for providing an appropriate level of location-specific, cultural-competence training for students, instructor(s), and staff who are traveling. If none is required, please provide an explanation.
9. Contingency Planning – Provide a plan for responding to any reasonably foreseeable contingencies or emergencies, specific to location(s) of travel, that may disrupt travel for the group or individuals within it.

This course requires approval below by the program’s dean, the provost, and the CFO before it may be put on a course schedule or promoted to students.

**APPROVAL SIGNATURES**

<b>Dean</b>		<b>Date:</b>
<b>Provost/VPAA</b>		<b>Date:</b>
<b>CFO/VPAF</b>		<b>Date:</b>