



# WHITWORTH UNIVERSITY

## INTERNATIONAL EDUCATION CENTER Off-Campus Program Proposal Form

This form serves as the formal proposal request for a Whitworth Off-Campus Program. All program leaders must complete this form, obtaining approval from all relevant chair signatories, and return it to the International Education Center: Rebecca Gahl-Partridge ([rgahl-partridge@whitworth.edu](mailto:rgahl-partridge@whitworth.edu)), Assistant Director, Off-Campus Programs (509.777.4499).

Forms are to be submitted by **June 1** (extended for 2022 travel) of the academic year **TWO YEARS PRIOR** to the proposed program term. [Ex: If your proposed program term is January 2021, your application is due to IEC by May 1, 2019]  
*Incomplete forms (i.e. lacking signatures) will not be accepted. It is the responsibility of the faculty leader(s) to obtain all required signatures in accordance with the prescribed deadline.*

Program Leader:  Department:

Additional Program Leader (if applicable):  Department:

*\* ALL proposed leaders must be included in program budget*

Proposed Program Name & Course Information:   
(Ex. Anthropology in Hawaii, SO 200, 3.0 credits)

Location of program (list all expected countries and cities to be visited):

Has this program/course been previously offered?

If yes, when was it most recently offered?

*\*All Off-Campus Programs are contingent upon subsequent COVAC review and approval of any new course(s). Contact your department chair/COVAC for questions regarding the requirements for this process.*

Term/year of proposed program: Fall Semester 20  January Term 20

Spring Semester 20  May term 20  Other (specify):

Department Chair Approval

Additional Department Chair Approval (if applicable)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Printed name

Please provide information relating the course curriculum to the intended location(s) of your program.  
How do these locations support global learning and your curricular goals?

Current policy requires a minimum enrollment of 8 students for a short-term program (Jan/Summer) and 10 students for a semester-long program. What is your targeted number of student participants (e.g. 10, 15, 20)?  
Do you have a maximum number of students that you are willing to accept to your program?

Target:

Maximum:

Are you planning to develop a 1-credit “prep course” for your off-campus program (include course number if known)?

**Other:** Please use this space to include any questions that you may have for the Off-Campus Programs staff or to *describe any unique circumstances related to your program proposal that require special consideration:*

Official review of all proposals will be conducted in the summer by the Off-Campus Programs Advisory Council and Deans’ Council members. Formal feedback and approval will be announced by late summer to all program leaders.  
*\*All Off-Campus Program approvals are contingent upon subsequent COVAC review and approval of any new course(s).*