OFF-CAMPUS PROGRAM PROPOSAL FORM
Office of International Education

This form serves as the formal proposal request for a Whitworth faculty-led off-campus program. Faculty proposing a program, whether new or reoccurring, must complete the following steps:

1) Complete this form and obtain all relevant chair/department signatures.
2) Download and complete the *OCP Budget Template.* *Available on Master Forms and OCP website.*
3) Submit the above two items to OCP staff: Rebecca Gahl-Partridge *(rgahl-partridge@whitworth.edu) | Phone ext. 4499*

DEADLINE FOR SUBMISSION: October 1st

Note: Incomplete proposal forms, or submissions lacking both required items listed above, will not be considered for approval. Approval notification, or request for additional information, will be issued by October 15th.

I. PROGRAM LEADERSHIP

Program Leader: [_____]   **Department:** [_____]

Additional Program Leader *(if applicable)*: [_____]

Additional Program Leader Department: [_____]

Will the Additional Program Leader be an Instructor of Record for the OCP Course/Program
☐ Yes
☐ No
☐ Undetermined

Policy on Student Enrollment Requirements for Off-Campus Programs
For Off-Campus Programs with One Faculty Leader:
The expected number of students for an off-campus program with one faculty leader is 12.
Programs that fail to enroll 12 students will undergo a budgetary review by OCP staff and, upon approval of the respective dean, the program may be given clearance to run.

For Off-Campus Programs with Two Faculty Leaders:
Programs that propose two faculty leaders are expected to recruit a higher number of students (12 students expected for a single leader program). *There is no specific minimum requirement at this time.* Programs that enroll less students than targeted for in the initial budget will undergo a budgetary review by OCP staff and, upon approval of the dean, the program may be given clearance to run with both leaders or provided with required modifications.

Does the Program Leader(s) intend to bring any non-program participants? (Ex. spouse/partner, dependent)
Faculty may view the policy on OCP non-program participants in the OCP Manual on our Faculty Resources webpage
☐ Yes
☐ No
☐ Undetermined

Program leaders are to notify OCP staff as early as possible regarding the prospective inclusion of non-program participants. For questions, please contact ocp@whitworth.edu

II. ACADEMIC INFORMATION

Proposed Program Name: *(Ex. Anthropology in Hawaii)*

Course Code & Credit Amount: *(Ex. SO 200, 3.0 credits)*   **Code:**   **#Cr:**

Has this program/course been previously offered?   ☐ Yes   **If yes, when was it most recently offered?**
                                                        ☐ No

What is your targeted number of student participants (Ex. 12, 15, 20)?
Do you have a maximum number of students that you are willing to accept to your program?

Target: [   ]   Maximum: [   ]

Do you plan to develop a 1-credit "prep course" for your off-campus program? (include course number, if known)

Academic Continuity: In the event that your program is cancelled due to underenrollment or otherwise, please describe prospective challenges and mitigations to academic continuity concerns (i.e. how can students still complete this course/degree fulfillment through other means?)

III. TERM & LOCATION

Location(s) of Program: *(list all expected countries and cities to be visited)*

Term/Year of Proposed Program: Fall Semester 20 [   ]   Jan Term 20 [   ]   Spring Semester 20 [   ]

April 20 [   ]   May term 20 [   ]   Other: [   ]

IV. SIGNATURES

Department Chair Approval   **Additional Leader Department Chair Approval** *(if applicable)*

_____   _____
Signature   *Signature*