**CHSS Study Abroad Process**

**Approved by CHSS International Committee on November 11, 2015**

**Purpose:**

The international committee for the College of Humanities and Social Sciences wishes to assist any faculty preparing new applications for new study abroad programs by offering an opportunity for review and commentary before the application goes through the university-wide study abroad committee. The international committee will also offer assistance to faculty submitting returning programs, especially those programs making significant changes, if the program director would like additional feedback.

All NEW programs MUST go through the CHSS international committee and provide a letter of recommendation from the chair of the committee. A new program is defined as one that is offered in a new location or has made substantial changes in its length, course offerings, or number of faculty participating in the program.

The review is optional for returning programs except as noted above.

The CHSS international committee does NOT approve any programs. The purpose of this review is to offer logistical advice and to provide suggestions to “fine-tune” the proposal/program. The committee will not address course content, but may make suggestions regarding the amount of work required for the course, the number of required contact hours, timing of student work or projects, etc.

**Process:**

Program Directors undergoing review for new programs are asked to present in one PDF file the same documents that will be submitted to the study abroad committee: course syllabi and a budget. The PDF should be submitted by **April 10th, 2016** to [internationalcommitteeSACHSS@kennesaw.edu](mailto:internationalcommitteeSACHSS@kennesaw.edu)

The CHSS international committee will provide program directors with comments in writing on the proposed new program. That commentary will then be attached to the new program’s full application when it goes before the study abroad committee.