

TEXAS HIGHER EDUCATION COORDINATING BOARD
Application to Teach an Out-of-State/Foreign Course

Institution: THE UNIVERSITY OF TEXAS AT AUSTIN	Destination:	Date:
Course Number and Title:	Semester Credit Hours:	Total Contact Hours:
Objectives of Course:		Length of Course in number of weeks
Objectives of Course:		Approximate Dates of Travel:

Rationale for Travel:

How many classes will be held at UT Austin before the program departs for the foreign location(s)? _____ **Dates:** _____

How many classes will be held at UT Austin after the program returns? _____ **Dates:** _____

CERTIFICATION

1. All students enrolled will meet institutional standards for admission and will actually be admitted to the institution, or one of the participating institutions in an approved Texas Consortium.
2. All students enrolled will pay the appropriate tuition and fees for their residency category. Financial aid will be available to students registering in foreign classes on the same basis as for on-campus students.
3. Instruction will be provided by faculty of the institution or a consortium institution and will be supervised and evaluated according to institutional policies. Exception will be made only to take advantage of uniquely qualified personnel at the out-of-state location.
4. Each course is on the approved main course inventory of the institution, is a part of an approved degree or certification program, and is justified in terms of academic, cultural, or other resources available at the specified location.
5. Instruction will conform to all relevant academic policies. All classes will conform to workload and enrollment requirements, contact hour/credit ratio, and similar matters.
6. Courses will not offer credit for activities undertaken primarily for travel, recreation, or pleasure.
7. Minimum enrollments will conform to the same standards applicable were the class to be offered on campus.
8. Multi-course offerings will meet the standards and criteria outlined in Chapter 5, Section 5.158(4) of CB rules.
9. Advertising and marketing for out-of-state and foreign classes will emphasize the instructional nature of the classes, and not create the impression that they are primarily credit for-travel experiences.
10. Faculty and staff will not realize unusual perquisites or financial gain for teaching out-of-state or foreign classes.
11. Except for funds specifically appropriated for international activities (e.g., state incentive programs, scholarships, etc.), state funds will not be used for faculty or student travel, meals and lodging, or other incidental expenses.
12. Free tickets for travel, accommodations, or other expenses provided by travel agents, carriers, or hotels will be used in direct support of the instructional program and will not be used as gifts to faculty, staff, or their families.
13. State funds will not be used to offer courses or credits by instructional telecommunications to reception sites outside state boundaries and will not be submitted for formula funding.
14. **All courses offered in a shortened format will consist of the same number of contact hours, normally 45-48, as courses offered in a regular or summer session.** Students will not carry more courses at a time in a shortened format than will give them total credit of one semester credit hour per week of instruction. (Section 5.7, Sub-chapter A). Pre- or post-travel class sessions will be scheduled to attain the required minimum length standard.

Approval of Department Chair _____ Date _____

Approval of Dean of College _____ Date _____

Vice President & Dean of Graduate Studies _____ Date _____
(required only if graduate course)

Chief Academic Officer _____ Date _____