

# Faculty-Led Study Abroad Credit Hour Policy

## College of Arts and Sciences

**Version:** 1  
**Approved:** 4/4/2012  
**Approved by:** Chairs Council  
**Effective:** 7/1/2012

The purpose of this policy is twofold:

- To calibrate the standard number of credit hours across faculty-led study abroad programs in the College of Arts and Sciences; and
- To ensure that sufficient contact hours are provided for the number of credit hours offered on faculty-led study abroad programs in the College of Arts and Sciences.

This policy only applies to faculty-led study abroad programs, and does not apply to exchange programs.

The Board of Regents Policy Manual requires “a minimum of 750 minutes of instruction or equivalent for each semester credit hour” (750 minutes = 12.5 hours). The College of Arts and Sciences of Georgia State University wishes to maintain this same standard for its study abroad programs. Therefore, a 3-credit hour faculty-led study abroad course has a minimum of 37.5 contact hours, and a 4-credit hour faculty-led study abroad course has a minimum of 50 contact hours.

For the purposes of faculty-led study abroad programs, contact hours include instruction from the GSU program director or guest speakers. Each program has a unique design; therefore, this instruction is not limited to time spent in a classroom.

Lab work, field trips, and other experiences that do not involve instruction by a GSU program director or guest speaker count as contact hours using a ratio of 2:1 (i.e., two hours on a field trip equals one contact hour).

The College of Arts and Sciences expects that:

- Maymester faculty-led study abroad programs are three- and four-credit hours;
- Summer faculty-led study abroad programs are six- and eight-credit hours; and
- Students participating in a particular faculty-led study abroad program will all earn the same number of credit hours (i.e., variable credit hours will not be offered on faculty-led study abroad programs).

***Requests to operate a program outside of these norms must be fully justified by the program director and correspond to Board of Regents requirements.*** All requests will be considered by the college international programs coordinator.

When filling out the study abroad program approval or annual renewal, program directors within the College of Arts and Sciences must also complete the credit hour justification addendum on the following page.

## **Credit Hour Worksheet (to be Submitted by Program Director with Program Proposal/Renewal) College of Arts and Sciences**

Please outline the contact hours planned for your faculty-led study abroad program. The preferred method is to outline a day-by-day or week-by-week itinerary for the program. Ensure that you have explained the type of activity and number of hours.

Please note:

- A 3-credit hour faculty-led study abroad course has a minimum of 37.5 contact hours.
- A 4-credit hour faculty-led study abroad course has a minimum of 50 contact hours.
- Contact hours include instruction from the GSU program director or guest speakers. Each program has a unique design; therefore, this instruction is not limited to time spent in a classroom.
- Lab work, field trips, and other experiences that do not involve instruction by a GSU program director or guest speaker count as contact hours using a ratio of 2:1 (i.e., two hours on a field trip equal one contact hour).
- Transportation time does not count toward contact hours.

### ***Example:***

The 3-credit hours of instruction will be met by the following plan (37.5 contact hours required):

- 3 hours of classroom instruction the week before departure (3 hours)
- 3 hours of classroom instruction, Monday through Thursday, for two weeks abroad (24 hours)
- 1 hour of guest lecture twice per week for two weeks abroad (4 hours)
- 4 hour field trips, two trips per week for two weeks abroad (16 field hours / 8 contact hours)
- Total contact hours = 39