



EDUCATION ABROAD GUIDELINES

Contents

1. Education Abroad College Liaisons	2
2. Faculty-led Program Proposals	2
2.1. Faculty-led Program Proposal Process	2
2.1.1. Step 1: Department and College Support	2
2.1.2. Step 2: Creating and Submitting a Faculty-led Program Proposal	2
2.1.3. Step 3: Once a Proposal is Approved by the College	3
2.2. New Course Timeline	3
2.3. Recurring Education Abroad Program Timeline	4
2.4. New Proposal & Recurring Program Submission Deadlines	4
3. Proposing an International Field Trip Process.....	4
3.1. Step 1: Department and College Support	5
3.2. Step 2: Submitting an International Field Trip Registration Form.....	5
3.3. Step 3: Provost Portal for Fee Request.....	5
3.4. Step 4: Submission & Approval Deadlines	5
3.5. Step 5: Approval and Registration	6
4. Proposing a Transfer Credit Group Program	6
4.1. Step 1 Creating a Group Program.....	6
4.2. Step 2 Submitting the Proposal	7
5. Proposing a Student Group Program or a Non-Academic Group Program	7
6. Governing University Rule and Standard Administrative Procedures (SAP).....	7
7. Resources	8

1. Education Abroad College Liaisons

- Dr. Donna Lang, AOC Dean langd@tamu.edu 409-740-4419
- Stephanie Frye stephanie.frye@tamu.edu 409-740-4889

The **College Liaisons** for the College of Marine Sciences & Maritime Studies and the Office of Global Engagement's Education Abroad staff can guide faculty in the program proposal process for any education abroad experience for students. Faculty are encouraged to visit <https://global.tamu.edu/ea/program-development/start-here> for assistance and resources.

You may also contact fiabroad@tamu.edu, or Dr. Christie Dunn, Associate Director in the Education Abroad office at cadunn@tamu.edu and/or Corinne Beverly, Program Coordinator, cbeverly@tamu.edu for assistance with either a faculty-led program proposal or an international field trip request.

2. Faculty-led Program Proposals

Developing an education abroad program, short term (2 to 10 weeks) or semester-long, is a lengthy process that involves early discussions as well as timely completion of a detailed proposal form. The general recommendation is to **submit the proposal 12 months ahead** to allow state approval, development, recruitment and student preparation for the program. However, if it is a new course to be added to the college inventory, the proposal needs to be submitted 16-18 months ahead of the program start date to allow for the curriculum approval process in addition to the Faculty-led program approval process.

2.1. Faculty-led Program Proposal Process

2.1.1. Step 1: Department and College Support

Faculty wishing to create an education abroad program should meet with their Department Head to start the process and for preapproval of the academic content before anything is sent to the college level for review and approval.

2.1.2. Step 2: Creating and Submitting a Faculty-led Program Proposal

- a) Complete the appropriate proposal form.
 - [Education Abroad Proposal for New Programs](#)
 - [Education Abroad Proposal for Recurring Programs](#)
- b) Include a draft syllabus for each proposed course.
- c) Include a preliminary itinerary for the program, including any planned courses, field experiences, and other activities during the course or pre/post departure from the US.
- d) Include a CV no longer than two pages for each participating faculty member.
- e) If requesting International and Cultural Diversity (ICD) or Cultural Discourse (CD) for an education abroad course(s), attach the [ICD or CD request form](#) with an additional copy of the syllabus to be reviewed by the college [AOC Dean](#).

Once the proposal packet is compiled, submit to your Department Head. Assuming the proposal meets the Department Head's expectations, s/he will sign and send it to the College Liaison for review and signature. At this point, the College Liaison will review the packet and advise the Department Head if anything still needs to be addressed, clarified or is missing.

Should the College Liaison find the packet in good order and it is a new course to be added to the college course inventory, s/he will sign and then forward it to:

- The GV Committee Preparer UG for undergraduate courses for review by the Galveston Undergraduate Curriculum Committee (GV-UCC). AND/OR*
- The GV Committee Preparer GR for graduate courses for review by the Graduate Instructional Committee (GIC).

*Stacked courses must be sent to both GV-UCC and GIC.

Upon approval by the curriculum group(s) if applicable, it will route to the Office of Academic Affairs for the College Dean's signature and returned to the College Liaison. When the routing is complete with all required signatures, the College Liaison will send to the Education Abroad Office, copying the Department Head (and the GV Committee Preparer UG and/or GV Committee Preparer GR if applicable) for record keeping purposes.

2.1.3. Step 3: Once a Proposal is Approved by the College

Faculty may start planning programs abroad, working closely with the Education Abroad Office to coordinate logistics, funding, and other administrative processes. Education Abroad Office staff will initiate contact with the faculty once the approved proposal is sent to their office. The Education Abroad office will provide assistance throughout the many phases of development, implementation, and post-program activities as well as in emergency and crisis situations abroad.

2.2. New Course Timeline

New courses to be added to our college course inventory must route through the undergraduate and/or graduate curriculum processes and be approved for inclusion in the catalog for the academic year in which the education abroad course will be held. The new course review process is a minimum of 4 months' time, so it must be approved by GV-UCC for undergraduate courses or GIC for graduate courses in the fall prior to effectiveness. Note the college liaison and education abroad timeline under [2.4](#) below and back each deadline up by at least 4-5 months to obtain the new course approval.

Should an academic department want to beta test an education abroad course prior to making it a formal course with an assigned permanent number, a [289/489/689 Special Topics course](#) can be created and taught twice before it must be submitted as a formal course through the appropriate curriculum process to continue offering the trip.

Once the course is fully approved, the proposal deadlines for submission to the College Liaison as shown below still apply.

2.3. Recurring Education Abroad Program Timeline

Recurring Education Abroad programs must be submitted 10-12 months in advance of the annual trip abroad to allow state approval, development, recruitment and student preparation for the program.

For example, if you want to take an education abroad trip in the Summer of 2026, the deadline for submission to the Education Aboard College Liaison is May 1, 2025. Then the College Liaison has one month to be sure all is in order, coordinate the Dean’s review and approval and submit to the Education Abroad Office by June 1, 2025.

2.4. New Proposal & Recurring Program Submission Deadlines

Time Abroad	College Liaison Submission Deadline*	Education Abroad Submission Deadline*
Winter Break/Spring/Spring Break	February 1	March 1
May/Summer 1, 2 or 10 week	May 1	June 1
August/Fall/Academic Year	October 1	November 1

*Please note, these dates indicate a year in advance from the program departure dates.

The “**College Liaison Submission Deadline**” column is the faculty member and department’s **deadline** to have the proposals submitted to the college level for review.

For intercessional education abroad trips, please note that “winter break” is considered part of the Spring term and the May “mini-mester” is considered part of the Summer term.

Education abroad proposals, which take the students away from campus during the semester for a week or more when their other classes are in session, will not be considered.

Exception: *Maritime Transportation and Marine Engineering Technology and other license option degree programs’ training ship cruises (MART/MARE 200, 300 & 400 levels) are exempt from the 12 months in advance submission requirement. Each year, once the cruise(s) schedule is finalized and confirmed, the recurring course paperwork should be submitted by the department indicating the various port destinations.*

3. Proposing an International Field Trip Process

International field trips are opportunities offered as an overseas component to a credit-bearing or zero-credit Texas A&M course under the direction of a Texas A&M faculty or staff member. As the name suggests, these are short trips abroad that usually last one to two weeks. They are typically designed for a group to travel together, complete a specific project or academic outcome, or pursue an activity related to the group’s mission or purpose. Faculty or staff interested in coordinating an international field trip

must register the experience with Education Abroad in accordance with [Standard Administrative Procedure 21.01.03.M0.02](#).

3.1. Step 1: Department and College Support

Faculty wishing to create an international field trip should meet with their academic department head and an [College Liaison](#) to start the process. Field trips are managed by faculty and the department business office. It is important to have as many details as possible in place well before submission of the field trip to ensure all elements and requirements are met.

Faculty are encouraged to visit <https://global.tamu.edu/ea/program-development/field-trip> for assistance and resources. The [College Liaisons](#) and the Education Abroad staff can guide faculty in the submission process, such as selection of a program provider to deliver logistical support in the foreign location. You can reach out to fiabroad@tamu.edu for assistance.

3.2. Step 2: Submitting an International Field Trip Registration Form

To initiate the process, the [International Field Trip Registration Form](#) signed by both the primary trip leader and the department head, and the proposed trip itinerary must be submitted to the [College Liaison](#) by the **college liaison submission deadlines** shown under [Step 4](#) below.

3.3. Step 3: Provost Portal for Fee Request

Faculty should work with their department business administrator/coordinator to process a field trip fee request through the [Provost Office Portal](#). The International Field Trip Registration form must be submitted to Education Abroad beforehand, otherwise the fee request will not be approved.

3.4. Step 4: Submission & Approval Deadlines

Once the proposed international field trip is approved by the College Liaison and College Dean, it will be returned to the department to route the international field trip request to fiabroad@tamu.edu and route the Provost portal fee request, if applicable (see [Step 3](#) above), at least one month prior to the “Proposal & Provost Fee Request Approval Deadlines” shown below.

Time Abroad	College Liaison Submission Deadline	Proposal Submission & Provost Fee Request Routing Deadline	Proposal & Provost Fee Request Approval Deadline
Winter Break / Spring / Spring Break	August 15	September 15	October 15
May / Summer 1, 2 or 10 week	October 15	November 15	December 15
August / Fall / Academic Year	December 15	January 15	February 15

The **“College Liaison Submission Deadline”** column is the faculty member and department’s deadline to have the proposals submitted to the college level for review. Then,

the proposal and Provost fee request must begin routing for approvals at least one month prior to the final approval deadline noted in the last column to allow the Education Abroad office and the Provost office sufficient time to review the request so it is at the final approval stage by the deadlines identified in the last column.

3.5. Step 5: Approval and Registration

After submitting the department and college approved International Field Trip Registration form, an Education Abroad advisor will contact the faculty leader with next steps, including opening the student application portal. The Education Abroad advisor will work with the faculty leaders and students to complete training and preparation.

4. Proposing a Transfer Credit Group Program

International Transfer Credit Group Programs are coordinated by Texas A&M academic entities in conjunction with a third-party provider or international host institution. These group programs range from study to cultural enrichment, internship, research, or volunteer opportunities where students are enrolled in courses for transfer credit.

Texas A&M academic entities interested in coordinating this type of program should register the experience with Education Abroad in accordance with [Standard Administrative Procedure 21.01.03.M0.02](#). Education Abroad primarily provides health and safety resources, risk management and emergency information, and support for international programs.

All individual international student experiences with course credit (ie: 491/691 Research) need to be registered with Education Abroad, including any license option program’s international commercial sea term experiences (ie: MART 350/MARE 350).

4.1. Step 1 Creating a Group Program

Faculty wishing to create such a program need to meet with their department head and a [College Liaison](#) to discuss the proposed program and obtain approval prior to submitting the [Transfer Credit Group Program](#) proposal.

Any proposals being considered must be submitted to the [College Liaison](#) at least one month prior to the Education Abroad office deadline as reflected in the table below.

Time Abroad	College Liaison Submission Deadline*	Proposal Submission Deadline to Education Abroad*
Winter Break/Spring/Spring Break	January 2	February 1
May/Summer 1, 2 or 10 week	May 1	June 1
August/Fall/Academic Year	September 1	October 1

*Please note, these dates indicate a year in advance from the program departure dates.

The “**College Liaison Submission Deadline**” column is the faculty member and department’s **deadline** to have the proposals submitted to the college level for review.

4.2. Step 2 Submitting the Proposal

Once approved internally by your department head and [Education Abroad Liaison](#), submit the [Transfer Credit Group Program](#) proposal. You will click on the gold “Apply” button and log in with your NetID and Password. It should then redirect you to the proposal application.

Please visit <https://global.tamu.edu/ea/program-development/transfer-credit> for complete information regarding the process. For questions on developing a group program for transfer credit or no credit and the proposal process, please contact abroad@tamu.edu.

5. Proposing a Student Group Program or a Non-Academic Group Program

For group programs not associated with a required course and are non-credit bearing, choose a path from the following:

- Recognized student organizations follow [Proposing a Student Group Program](#).
- Other organizations, departments and units follow [Proposing a Non-Academic Group Program](#). This includes non-course related activity such as students attending an international conference.

Once the program leader/coordinator has developed the program and worked on a budget with their department’s business office, submit the [International Student Group Proposal](#) or the [Non-Academic Group Proposal](#), by clicking on the gold “Apply” button and log in with your NetID and Password. It should then redirect you to the proposal application.

Time Abroad	Proposal Submission Deadline to Education Abroad*
Winter Break/Spring/Spring Break	July 1
May/Summer/August/Fall	Priority Deadline - December 1 Late Deadline – February 1

For questions on developing a student group program or a non-academic group program and the proposal processes, please contact abroad@tamu.edu.

6. Governing University Rule and Standard Administrative Procedures (SAP)

- [University Rule 13.04.99.M1 Student Travel.pdf](#)
- [SAP 13.04.99.M1.01 Student Travel Procedures.pdf](#)
- [SAP 21.01.03.M0.02 Foreign Travel](#)

7. Resources

- [College Undergraduate Education Abroad Workflow](#)
- [THECB Certification Form for Proposed Out-of-State and Out-of-Country Courses](#)
- [Curricular Services](#)
- [CARS Forms](#)
- GV Committee Preparer UG: Stephanie Frye, 409.740.4889, stephanie.frye@tamu.edu
- GV Committee Preparer GR: Holly Richards, 409.740.4957, holly_richards@tamu.edu

Original Approval: June 5, 2017;

as amended May 10, 2018 for curriculum committee name change & personnel changes

as amended February 27, 2019 for updated time line & personnel changes

as amended January 2022 to update terminology & personnel

as amended February 2025 to update college & personnel; add the international field trip process and group/individual programs processes.