

<p style="text-align: center;">University Policy Statement California State University, Fullerton</p>

UPS 450.700

TRAVEL COURSES

California State University, Fullerton shall encourage students to combine serious study with travel and through Extended Education shall provide opportunities for doing so. The following procedures shall be observed when proposing a travel course or courses.

I. Travel Courses Offered for Credit

- A. Course Proposal shall be submitted on the special Travel Course forms available through the Office of Extended Education. A new Course Proposal Form must be attached for courses not listed in the Catalog.
- B. Each time a travel course is offered, course proposals shall be approved by departments and the school dean. They shall then be forwarded to the Associate Vice President, Academic Programs, who shall refer them simultaneously to the appropriate committees of the Academic Senate.
 - 1. All proposals involving travel outside the United States shall be presented to the International Education Committee for review and recommendation according to University policy.
 - 2. All course proposals shall be submitted to the Curriculum Committee for review and recommendation as follows:
 - a. In the case of courses already listed in the Catalog, the Curriculum Committee shall determine whether the academic content is the same as that stated in the Catalog.
 - b. In the case of new courses, review shall be the same as that for other new proposed courses.
 - c. The Office of Extended Education shall administer a travel study program evaluation questionnaire to students participating in the course, independent of

student opinion forms which may be required by departments under UPS 210.000. In addition, the instructor shall provide to the sponsoring department a written evaluation of the course. This evaluation and a financial report must be provided by the instructor to the Office of Extended Education.

- d. If an instructor proposes to offer a course a second time, the Curriculum Committee's consideration shall include the evaluations submitted following the first offering of the course. Approval must be sought from the Curriculum Committee and such approval shall be based, in part, on the evaluations.
 - e. After the Curriculum Committee has twice approved a course, subsequent offerings of the same course (with the same curricular content and with the same instructor) need not be approved by the Curriculum Committee. However, the Associate Vice President, Academic Programs, shall, in case of doubt or challenge, call upon the Curriculum Committee to determine whether a proposed offering is in fact the same as an approved course.
- C. If a department wishes to list travel courses in the Catalog, it must submit the courses for approval in the new-course-approval cycle.

II. Travel Courses for No Credit

Non-credit travel offerings may be offered in accordance with the guidelines for non-credit extension courses.

EFFECTIVE DATE: December 9, 1983
Supersedes: UPS 420.201 (1-15-81)
FCD 83-43 (10-13-83)
Ed Rev 8-86