



❖ Office of International & Off-Campus Programs ❖

WESTMINSTER COLLEGE FACULTY LED STUDY EXCURSION PROPOSAL REQUIREMENTS

- PROPOSALS FOR OFF-CAMPUS STUDY COURSES should include the following information:
 - ❑ Course description
 - ❑ Number of credit hours offered
 - ❑ Syllabus for any preparatory seminar taught during the term prior to the excursion
 - ❑ General course content and requirements
 - ❑ Itinerary of general length of time utilized for study tour portion of course (Be sure to include destinations of travel.)
 - ❑ Range of costs and costs covered in those fees

- Your proposal, together with syllabus and comment letter, is due to the Office of International & Off-Campus Programs, #140 Westminster Hall, by the requested deadline.

- All information submitted with your proposal will be copied and forwarded to the members of the International & Off-Campus Programs Advisory Committee and to the chair of the Curriculum Committee regarding approval for general education tier requirements and other general education details which may apply.

- Members of the International & Off-Campus Programs Advisory Committee will meet to review your completed proposals. The committee will provide feedback and a response in a timely manner so that the appropriate planning activities may continue.

THANK YOU for your interest in providing an invaluable learning opportunity for our students. We'll look forward to reviewing your proposal soon...

❖ Office of International & Off-Campus Programs ❖
#140 Westminster Hall
573-592-5182

veltrot@westminster-mo.edu