



THE UNIVERSITY OF GEORGIA
Franklin College
 of Arts and Sciences

External Program Review

Please supply the following information

NAME: _____

ADDRESS: _____

CITY: _____

STATE or PROVINCE: _____ ZIP / POSTAL CODE: _____ COUNTRY: _____

TELEPHONE: _____ FAX: _____

EMAIL ADDRESS: _____

NAME OF DIRECTOR: _____

MISSION STATEMENT

Describe accreditation procedures and name of accreditation body or other mechanism for institutional review:

Do your programs involve distance learning? If yes, please explain:

YES NO

Do your programs involve activities such as excursions, cultural events, etc.? If yes, please explain:

YES NO

Please explain the minimum criteria for hiring instructional staff, and attach six (6) sample CVs:

FINANCIAL STRUCTURE OF PROGRAM

In order to ensure fiduciary responsibility and accountability, all University of Georgia study abroad program directors are required to submit an annual budget for prior approval. *For informational purposes only* we request that you submit a breakdown of the budgets for any programs in which University of Georgia students participate, following the guidelines below (please submit on a separate sheet):

- Program Fee
- Tuition per Student
- Lodging Costs
- Meals
- Compensation for Instructor(s) of Record
- Budget for Instructor of Record Expenses

Other faculty:

- Purpose of other faculty
- Compensation to other faculty
- Budget for other faculty expenses

Please provide the following materials:

- Course Bulletin or Brochure
- Links to online resources
- One blank copy of an official transcript as issued by your agency
- Orientation process for prospective students
- Policies and procedures regarding attendance, exams, writing component
- Program calendar
- Risk management policy
- Sample course syllabi
- Unedited student evaluations of courses taken and past student evaluations of the program

Please return this External Program Review Form and all requested materials to:

International & Multidisciplinary Programs
Office of the Dean
Franklin College of Arts and Sciences
316 Old College
University of Georgia
Athens, Georgia 30602-1732 USA

QUESTIONS?
fcasintl@uga.edu