

**TEXAS HIGHER EDUCATION COORDINATING BOARD**  
**Annual Certification Form for New and Existing Study-Abroad and**  
**Study-in-America Courses**

Study-abroad courses are defined in Coordinating Board Rules, Chapter 4, Subchapter E, 4.103 as "off-campus, academic credit instruction which is delivered outside the United States primarily to regular on-campus students." Study-in-America courses are defined as "off-campus, academic credit instruction which is delivered outside Texas but in the United States primarily to regular on-campus students." These courses, when offered by public institutions of higher education, must meet the following standards.

1. All students enrolled will meet institutional standards for admission and will be actually admitted to the institution, or one of the participating institutions in an approved Texas Consortium.
2. All students enrolled will pay the appropriate tuition and fees for their residency category. Financial aid will be available to students registering in foreign classes on the same basis as for on-campus students.
3. Instruction will be provided by faculty of the institution or a consortium institution and will be supervised and evaluated according to institutional policies. Exception will be made only to take advantage of uniquely qualified personnel at the out-of-state location.
4. Each course is on the approved main course inventory of the institution, is a part of an approved degree or certification program, and is justified in terms of academic, cultural, or other resources available at the specified location.
5. For community and technical colleges, each course is on the list of approved courses in the Academic Course Guide Manual or an approved technical course.
6. Instruction will conform to all relevant academic policies. All classes will conform to workload and enrollment requirements, contact hour/credit ratio, and similar matters.
7. Courses will not offer credit for activities undertaken primarily for travel, recreation, or pleasure.
8. Minimum enrollments will conform to the same standards applicable were the class to be offered on campus.
9. Course offerings will meet the standards and criteria outlined in Section 3.b. of the Notification and Approval Procedures for Distance Education, Off-Campus, and On-Campus Extension Programs and Courses. (October 2005)
10. Advertising and marketing for study-abroad courses will emphasize the instructional nature of the classes, and not create the impression that they are primarily credit-for-travel experiences.
11. Faculty and staff will not realize unusual perquisites or financial gain for teaching study-abroad courses.
12. Free tickets for travel, accommodations, or other expenses provided by travel agents, carriers, or hotels will be used in direct support of the instructional program and will not be used as gifts to faculty, staff, or their families.
13. All courses offered in a shortened format will consist of the same number of contact hours, normally 45-48, as courses offered in a regular or summer session. Students will not carry more courses at a time in a shortened format than will give them total credit of one semester credit hour per week of instruction. (CB Rules 4.6). Pre- or post-travel class sessions will be scheduled to attain the required minimum length standard.

**I, the undersigned chief academic officer, certify that the study-abroad or study-in-America courses to be offered during the current fiscal year meet these standards.**

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**Signature of Chief Academic Officer**

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**Institution and Date**