Guidelines for Offering Graduate Credit for Domestic and International Trips

The instructor of record must first receive Department Chair/Dean approval from their department. The approval should be forwarded to the Associate Vice President for the College of Graduate Studies, (presently, George Tuthill) along with necessary supporting course documents (including course outline, syllabus, budget, trip details, etc.). If the instructor is an adjunct faculty member, but not a member of the graduate adjunct faculty, he/she should include a CV, in order to be so designated.

Once the instructor of record receives approval to offer graduate credit from the Associate Vice President for the College of Graduate Studies, he/she should then forward all course scheduling and budget information to Angela Adams and Doreen Burrows.

Doreen will be in touch with the instructor of record and assist them with the budget process. Once the budget is approved, a detail code indicating the cost of the trip (trip fee) will be issued by the Bursar's office and forwarded to Doreen and Angela.

Angela will then schedule the course accordingly and post to the course-scheduling page on the graduate website. The course description will clearly indicate ALL course information (i.e., pre and post class meetings and coursework, travel dates, fees, etc.). This will allow students to view course information and the associated costs prior to registering.

Please note all graduate course schedules are typically posted to the graduate website 6 months in advance and full payment for tuition is required at the time of registration.

<table>
<thead>
<tr>
<th>Graduate Academic Terms:</th>
<th>Registration Opens:</th>
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<tbody>
<tr>
<td>Summer: July 1 – August 31</td>
<td>1st Wednesday in April</td>
</tr>
<tr>
<td>Fall: September 1 – November 30</td>
<td>2nd Wednesday in April</td>
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<tr>
<td>Winter: December 1 – February 28</td>
<td>1st Wednesday in July</td>
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<tr>
<td>Spring: March 1 – June 30</td>
<td>2nd Wednesday in January</td>
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