208 Minor Hall, PO Box 400165  
Charlottesville, VA 22904-4165  
(434) 982-3010

**UVA Study Abroad Repeat Program Proposal**

# J-Term | Summer | Embedded

Program Term & Year:

Program Name:

Program Director Name:

Additional Faculty/Staff/Program Assistant *(must have at least one)*:

Program Location(s)/Site(s):

Previous Year’s *Program Report* Date of Submission:

Course Mnemonic(s) and Title(s):

Was this offered as a “New Course” or “First Time Offered Course” last year? ☐ Yes ☐ No

If yes, and if my repeat proposal is approved, I will submit the required [UREG forms](https://registrar.virginia.edu/forms/information-and-instructions-course-catalog-forms) with my department/school to establish the course as a formal course offering. ☐ Yes

Proposed program start date (*arrival date in-country*):

Proposed program end date (*departure from host country*):

Target student group size: Minimum: Maximum:

* Was the target enrollment met last year? ☐ Yes ☐ No
* If not, please outline plans to increase student numbers this year:

Proposed itinerary:

**Areas for Revision** *(check all that apply)*

Academic content *(attach an updated syllabus if changes are made)*

Change in partner organization(s) or host country liaison(s)

Accommodations

Field trips and/or cultural activities

Transportation from the U.S. to the program site

In-country transportation (bus, train, etc.)

Safety and risk management

Student recruitment/target population

Other

**No revisions planned**

Please outline any planned revisions:

**Accessibility:**  
*The University of Virginia believes in providing reasonable accommodations for students with documented disabilities on an individual and flexible basis. Please respond to the below based on current knowledge. You will be asked to provide more details in the planning and logistics stages should your proposal be approved, so that students can be advised to dialogue with the Student Disability Access Center as necessary.*

What is your sense of the host country’s overall cultural attitudes about people with disabilities? Are some disabilities recognized while others are not?

What has been your experience with students with disabilities on past programs? What are your concerns about working with students with disabilities?

What resources on accessibility, health care facilities, or counseling are you aware of in the host location?

Are the accommodations, transportation, site visits, classrooms, and dining locations wheelchair accessible?

How much walking or standing will program participants experience daily?

Are there regular concerns about air quality in the host location, or other environmental health hazards?

Can dietary restrictions be accommodated?

What accommodations could be made for a student with a learning disability who needs extra time on tests, a reduced workload, note takers, technology/special equipment, or a quiet space for exams?

To be complete, a Repeat Program Proposal must include a copy of the program report for the most recent delivery of the program.

If the proposed program will include faculty who are new to UVA Study Abroad, the faculty member(s) must complete the [UVA Study Abroad Faculty Application](http://educationabroad.virginia.edu/program-development). They must also ask their Department Chair to complete the [UVA Study Abroad Department Chair Recommendation](http://educationabroad.virginia.edu/program-development). A proposal is not complete until the Faculty Application(s) and Department Chair Recommendation(s) are delivered to Dudley Doane in the International Studies Office.

NB: Faculty and staff who access the TDS enterprise database system used to manage UVA Education Abroad must first log-in to the High Security VPN. Access to the HSVPN and TDS requires the completion of several trainings, secure authentication, and a University-owned computer with the HSVPN enabled. Guidance on this process will be provided by your program’s Education Abroad Advisor.

Program Director’s Signature Date

***I have reviewed and support this proposal.***

Department Chair Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School Dean/Designee Date

Department and School support for the proposed Study Abroad program signals approval of an assignment for wage compensation for the prospective faculty Program Director listed above.

Repeat program proposals should be forwarded to Dudley Doane at P.O. Box 400165. Signed proposals may also be scanned and sent as a .pdf file to [djd4j@virginia.edu](mailto:djd4j@virginia.edu). Only complete proposals will be reviewed.

***This proposed program is approved/not approved by the International Studies Office:***

Director of International, Summer, and Special Academic Programs (D.J. Doane) Date