



Study Away Program Name: official name given to a program as it appears on StudyAway.uga.edu

Study Away Course ID: course prefix and number for a study away program (SABD ##### or FSTY #####); should roll over from previous terms if a program is being renewed

Credit Hours: number of hours a student earns toward his or her degree by taking a course; hours provided for a study away course should match those approved in CAPA; if the credit hours for a course are variable, please provide the amount for which students will enroll

Lecture Hours: standard instructional hours during which an instructor is directly leading the class and interacting with students throughout (i.e. traditional class sessions, professor-led group discussions); one Lecture hour is equivalent to one Contact hour

Field/ Lab Hours: instructional hours that, while supervised and initiated by an instructor, are somewhat independent and self-led (i.e. instructional tours, studio work, traditional lab classes, field work); two Field or Lab hours are equivalent to one Contact hour

Pre-Departure Hours: instructional Contact hours that occur before arriving at a study away location; can be Lecture or Field/Lab hours

Contact Hours: hours of instruction that require student and instructor interaction; calculated by adding a course's relevant Pre-Departure hours, total Lecture hours, and half of the total Field/Lab hours; students must receive at least 12.5 hours of instructional contact for each credit hour that is earned in a course

Short Term Programs: programs that are away less than 8 weeks; these programs primarily occur during Summer semester, Maymester, Spring Break, Fall Break, Winter Break, etc.; typically, these programs have a more erratic, but intensive, schedule due to limited available time

Semester Programs: programs that are away for 8 weeks or longer; these programs are generally those that are scheduled for Spring or Fall Semester or for the full Academic or Calendar Year; typically, these programs have a more standard schedule with regularly scheduled class meeting times

Program Start and End Dates: the first and last meeting dates during a study away trip; meeting days indicate actual contact between students and the instructor

Travel Start and End Dates: the dates of actual travel to and from the location of a study away program