



**Study Away Program Name:** official name given to a program as it appears on [StudyAway.uga.edu](https://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