Administrative Compliance Form

The UC San Diego Global Seminars program requires the close collaboration of faculty, departmental administrators and advisors, the Global Seminars team, Summer Session, the Registrar, and other campus stakeholders. We ask that your office provide the following services for your global seminar:

1. Submit both Global Seminar courses to the Registrar (summer or early fall at the latest).
2. Assist with advising and promoting this global seminar to your students via email, social media, and academic advising (summer, fall, and winter).
3. Pre-authorize students to enroll in the Global Seminar courses offered by your department/college (April).
4. Assist faculty members with requesting and reconciling travel in Concur.
5. Notify the Global Seminars team if there are any staff changes during the year.

Each global seminar consists of two academic courses. New Global Seminar courses must be created by the faculty and submitted by the department or college MSO and/or administrator/undergraduate coordinator based on established procedures. Since these courses must be approved by the Academic Senate in the October or November meeting, it is essential that the faculty and MSO and/or administrator who submits courses must understand the responsibilities involved. Repeating GS courses must be included in the department's/college's summer session offerings.

Faculty will submit their course descriptions to the designated departmental or college official responsible for submitting course approvals to the Senate. This must be done no later than the first week of the fall quarter. The MSO or designated official will manage the process to ensure that the course approval(s) are submitted on time and with complete information.

The MSO or designated official will notify the faculty member, Summer Session, and the Global Seminars team when they have submitted the completed course request to the Senate. If your department, unit, or division has additional procedures in place for approving summer courses, please comply and promptly contact Summer Session and copy Tonia Pizer at globalseminar@ucsd.edu.

Course Information
(Faculty will teach two 4-unit courses. Faculty member can provide more detailed information for course approval.)

Course #1: _____
Department *Course Number* *Course Title*

Course #2: _____
Department *Course Number* *Course Title*

Country and City: _____

Faculty member leading Global Seminar: _____

Departmental Information
Please indicate the current individual responsible for the following actions, along with their title & email:

Course submission to Academic Senate or Registrar:

_____

Name (print) *Title* *E-mail address*

Marketing/Social Media/Outreach

_____

Name (print) *Title* *E-mail address*

Course registration pre-authorization:

_____

Name (print) *Title* *E-mail address*

Travel requests and reconciliation:

_____

Name (print) *Title* *E-mail address*

Comments from Departmental MSO and/or administrator responsible for submitting course approvals and overseeing the process for course approvals:

MSO or designated official's contact information (printed):

_____

Name *Telephone number* *E-mail address*

_____

MSO or designated official's Signature *Date*

Please submit department approval form to the Global Seminar team by April 15, 2026.