

**POLICIES AND PROCEDURES FOR  
FACULTY- LED STUDY ABROAD COURSES (FLSA)**

**Approved December 9, 2022**

**CONTENTS**

- I. Guidelines for Offering a Faculty Led Study Abroad Course
  - A. Critical Deadlines
  - B. Developing the Travel Itinerary for an FLSA Course
  - C. Contracts with University-Approved External Agencies
  - D. Travel Approval by the Travel Risk Advisory Group
  - E. Financial Plan for Travel Expenses
  - F. Approving the Financial Plan for a FLSA Course
  - G. Listing an FLSA Course on the Master Schedule and Engagement of the Office of Global Education
  - H. Promoting the FLSA Course
  - I.

## **I. GUIDELINES FOR OFFERING A FACULTY-LED STUDY ABROAD COURSE**

### **A. CRITICAL DEADLINES**

Term of travel course	Last date for Dean's approval	Last date for Travel Risk Advisory Group Review	Last date to submit course information to the Office of Global Education for set up of student application portal	Closing date for student application
Fall	February 10	March 1	April 15	April 15
Intersession	September 10	October 1	October 15	October 15
Spring	September 10	October 1	October 15	October 15
Summer	February 10	March 1	April 15	April 15

### **B. DEVELOPING THE TRAVEL ITINERARY FOR FLSA COURSE**

- a. Existing travel course
  - i. Develop a detailed travel itinerary. This includes travel, lodging, activities linked to Student Learning Outcomes and other program-related activities. Lodging information must include the actual street address, city and country, along with the dates that correspond with each stay.
  - ii. Contact hours should be comparable to the Carnegie hours normally required for a course of that credit value. For example, a 3-credit course, on campus course meetings combined with travel learning activities must include at least 42 hours of student contact directly related to achievement of Student Learning Outcomes.
  - iii. Enrollment controls, if relevant, should be added to the course through the normal Master Schedule process. These could include enrollment restrictions to specific college, major/minor, and class (number of credits earned).
  - iv. All FLSA course-

- ii. Develop a detailed travel itinerary. This includes travel, lodging, activities linked to SLOs and other program related activities. Lodging information must include the actual street address, city and country, along with the dates that correspond with each stay.
- iii. Contact hours should be comparable to the Carnegie hours normally required for a course of that credit value. For example, a 3-credit course, on campus course meetings combined with travel learning activities must include at least 42 hours of student contact directly related to achievement of Student Learning Outcomes.
- iv. All FLSA course-related activities should conclude before the end-of-term, and no later than a maximum of two weeks from the end of the term. For example, a language course may include travel to a foreign country within two weeks of the end of the term. Course-related activities that extend beyond the end-of-term must be noted on the master schedule and pre-approved by the relevant Dean's Office.
- v. Enrollment controls, if relevant, should be added to the course through the normal Master Schedule process. These could include enrollment restrictions to specific college, major/minor, and class (number of credits earned.)
- vi. Special topics courses can only be offered twice; after two offerings a permanent course must be approved by Faculty Senate.
- vii. Faculty can apply to the Conference Committee on Curriculum (CCC) to have GE course attributes assigned. In order for a course to have GE attributes, faculty must apply by the deadlines established by the CCC; attributes cannot be assigned retroactively.

c. New FLSA courses

- i. Course numbers must end in 95 or 96.
- ii. Faculty can apply to the CCC to have GE course attributes credit applied. In order for a course to have these attributes, faculty must apply by the deadlines established by the CCC; attributes cannot be assigned retroactively.

d. Study abroad section of existing non-travel course

- i. With the Dean's permission, sections of existing non-travel courses can be offered abroad. Course numbering will remain unchanged from current catalog.
- ii. Follow the same procedure as for a Special Topics Course.

**C. CONTRACTS WITH UNIVERSITY-APPROVED EXTERNAL AGENCIES** (e.g. CIEE, AIFS, universities, etc.)

- a. There are only a small number of University-approved

- c. If one seeks to explore partnerships with a new external agency, they must consult with their Dean so that he/she can consider the partnership and seek proper approvals if development of a new partnership is desired. The Office of Global Education needs to be informed of the Dean's approval.

**D. TRAVEL APPROVAL BY TRAVEL RISK ADVISORY GROUP**

- a. Proper risk management review of the FLSA program and courses is essential to address safety issues relevant to students, staff and faculty.
- b. Written approval from the Travel Risk Advisory Group must be obtained for a FLSA course

- circumstances may necessitate additional FLSA Program Employees. Larger student group numbers may require an employee/student ratio of 1:10: e.g., 3 FLSA Program Employees would be needed for a group of 30 students on a course.
- c. The total costs are distributed over the number of students expected to register for the course. A minimum student enrollment, as well as course caps, must be established and will require approval by the Dean. The budget should calculate the travel costs per student.
  - d. Tuition costs are managed separately from the financial plan for travel expenses. The faculty of record must provide an accurate estimate of the total travel costs and the tuition costs for the course (as tuition is an additional expense beyond the travel costs).
    - i. The tuition policy and exact tuition costs for the specific course must be verified by the Office of the Bursar.
    - ii. Before enrolling, students must be provided with a course cost outline to be sure they are aware of both travel and tuition costs.
  - e. Faculty should use a University purchasing card to make purchases.

**F. APPROVING THE FINANCIAL PLAN FOR THE FLSA COURSE**

- a. The syllabus (if Special Topics), itinerary and financial plan must be approved by the academic Dean of the course before it is added to the Master Schedule. If the course is cross-listed, the Dean(s) of each cross-listed course must approve the budget.
- b. The Dean(s) will consult with the faculty-of-record to approve, disapprove, or

- iv. Courses must have a schedule type of T for Travel/No Load or F for Travel/Load as determined by the department in consultation with the Dean.
- b. The Office of Global Education must be informed by the Dean's Office at the time a FLSA course is added to the Master Schedule. This is particularly important for Special Topics or other courses that do not have a course number associated with travel courses (ending in 95 or 96).

1. The amount of the deposit
2. The cost of tuition for the course (verify with Office of the Bursar)
3. Reasonable estimates of t

## **II. POLICIES RELATED TO SAFETY AND SECURITY**

- A. Faculty are responsible for informing students of required and recommended vaccines as listed by the Centers of Disease Control and Prevention and informing students.
  - B. Every student and faculty/staff participant is required to attend a pre-departure briefing as scheduled by the Office of Global Education. FLSA Program Employees must attend the briefing each time a FLSA course is offered.
    - a. At a minimum, the pre-departure briefing will include:
      - i. Students
        - 1. Title IX training, cultural information, conduct expectations.
      - ii. FLSA Program Employees
        - 2. Title IX training chaperone responsibilities, etc.
- The Office of Global Education will keep track of attendance and send a copy of the record to the faculty-of-record for the course.
- C. If a student or faculty/staff health or behavioral concern arises during FLSA, the faculty-of-record is responsible for immediately notifying:
    - i. The health insurance company
    - ii. The Office of Global Education
    - iii. Dean of Students
    - iv. If a concern arises that is Title IX-related, the Office of Equity and Diversity and the Chief of University Police
  - D. Within 90 days of the end of the travel component, the faculty-of-record will file a brief report describing any incidents which occurred and, if relevant, how these were addressed.

## **III. POLICIES ADDRESSING PROGRAM COSTS**

- A. Programs costs to students can include only those costs directly related to their course experience, including the costs of the faculty-of-record and additional accompanying support person(s) as approved by the Dean of the course.
- B. Tuition pricing is determined by the University and is posted on its published schedules and policies. Faculty-of-



- B. Students on academic probation are not eligible to participate in FLSA courses. Students who have been dismissed for any academic reason must successfully complete a full semester on campus prior to being eligible to take one of these courses.
- C. Students who are under a sanction of probation or deferred suspension by the Office of Student Conduct may not participate in FLSA courses unless approved by both the academic Dean of the course and the Dean of Students. Students who are not currently under sanction but who have a disciplinary record may, in some instances, be prohibited from participating in FLSA courses.
- D. Students who have been assessed by the department as not meeting behavioral standards

- d. A plan to address the supervision needs of minors, or other accompanying parties not capable of independent foreign travel; and
- e. A statement signed by the FLSA Program Employee that:
  - i. Each accompanying party will have evacuation insurance, with premiums paid by the FLSA Employee;
  - ii. The accompanying party or parties are medically capable of travel to and within the FLSA location(s); and
  - iii. The accompanying party or parties will not interfere with the FLSA Program Employees program responsibilities, including the FLSA Program Employee's ability to respond to student-related emergencies at all hours, if such response is within the FLSA Program Employee's responsibilities.
  - iv. A statement from other FLSA Program Employees traveling for the same program acknowledging that they are aware of the request for an accompanying party or parties to join the FLSA.
- D. If both the Dean and the Director of the Office of Global Education approve the application for the accompanying party or parties, the following rules apply:
  - a. No expense for the accompanying party or parties will be charged to the program budget without making provisions for reimbursement with the Office of Global Education at least 8 full weeks prior to commencement of the program.
  - b. The accompanying party or parties may not attend program-sponsored events or class activities.

### **III. GENERAL POLICY STATEMENTS ON BEST PRACTICES**

- A. All FLSA courses will have the same level of rigor and contact hours expected from University courses.
- B. All FLSA courses will have been approved by the appropriate administrative and curricular bodies.
- C. All FLSA courses will have an assigned faculty-of-record who serves as the primary contact, and a second faculty member or a professional staff member, who together make up the FLSA Program Employees. Exceptions to this requirement require written approval from the Dean(s) of the course.

**FLSA APPROVAL CHECKLIST:**

- \_\_\_\_\_ a. FLSA courses should be scheduled during the standard **Master Scheduling Process** using the policies found in the Faculty Handbook. The faculty-of-record must consult with the chairperson and the academic dean when planning to schedule the course.
  
- \_\_\_\_\_ b. **Develop a syllabus.** The syllabus must include all of the elements in existing campus-based courses, including a tentative meeting schedule, assignments, attendance policies and grading policies. Student learning outcomes for the course must be identified as well as how each SLO will be assessed.
  
- \_\_\_\_\_ c. **Develop an Itinerary for the trip.** If an external agency is going to be used, then the Dean must sign the contract.
  
- \_\_\_\_\_ d.