

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

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**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. Managing the Financial Logistics of the FLSA Course
- II. Policies Related to Safety and Security
- III. Policies Addressing Program Costs
- IV. Policies Regarding Student Eligibility
- V. Companion Accompaniment Policy
- VI. General Policy Statements of Best Practices

## 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-related activities should conclude by the end-of-term, and no later than a maximum of two weeks from the end-of-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 in consultation with the Registrar.
- b. A new Special Topics course
  - i. 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.

- 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 external agencies that can be used for FLSA. The Office of Global Education can provide this information.
- b. Faculty are not authorized to sign contracts with external agencies that support FLSA.

- 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 before the course will be listed on the Master Schedule by the academic Dean's Office. The copy of the approval provided to the Dean's Office must also include a copy of the proposal that was approved.
- c. A Dean may choose to consult with Travel Risk Advisory Group before his/her approves any FLSA course.
- d. The University, at its discretion, may prohibit university-funded travel to certain countries or regions of the world.

#### **E. FINANCIAL PLAN FOR TRAVEL EXPENSES**

- a. A financial plan must be developed for the course that includes all costs associated with the travel portion of the course. Estimates may be necessary. The financial plan must include the costs for all course participants including students, faculty-of-record, and University-approved faculty or staff assistant(s) serving as FLSA Program Employees. Include all of the following costs:
  - i. airfare
  - ii. on-ground transportation between cities/countries
  - iii. local transportation
  - iv. lodging
  - v. meals that will be covered (as posted in the course advertisement)
  - vi. registrations, on-site program fees, etc.
  - vii. excursions/cultural activities/tours
  - viii. other defined costs as described in the plan
  - ix. contingency costs (with explanations)
  - x. supplies (with explanations)
  - xi. honorariums (with list of recipients and explanations)
  - xii. gifts (with list of recipients and explanations)
  - xiii. other (with explanations)
  - xiv. accident/medical insurance (students billed directly by Bursar's Office)
  - xv. study abroad fee for various administrative costs (students billed directly by Bursar's Office)
- b. As part of the financial plan, the faculty-of-record must be identified as well as any other proposed University faculty or professional staff assistant(s) serving as FLSA Program Employees. A FLSA course typically has two FLSA Program Employees, preferably one of each gender if the group is of mixed gender. Larger groups or other

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 recommend modifications to the financial documents.
- c. The Dean(s) carries the responsibility for canceling the course if student enrollment does not meet the projections, or for continuing the course and supplementing the budget.

#### **G. LISTING AN FLSA ON THE MASTER SCHEDULE AND ENGAGEMENT OF THE OFFICE OF GLOBAL EDUCATION**

- a. The faculty-of-record must consult with the Chairperson and the academic Dean when planning to schedule the course. FLSA courses should be scheduled during the standard Master Scheduling Process using the policies found in the Faculty Handbook.
  - i. Student registration shall be by faculty permission only. Students must provide a non-refundable deposit equal to or greater than the cost of the airline ticket before registration.
  - ii. Students will either be registered by the Assistant Dean or the Dean's Office will send a list of students to the Registrar requesting enrollment.
  - iii. Student enrollment must achieve a minimum of 8 students no later than 2 weeks before the first day of the term of travel. Courses with insufficient enrollment may be canceled at the discretion of the Dean. In the case of a cancellation, students will be provided a full refund.

- 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).
- c. The Office of Global Education must be notified by the faculty-of-record as soon as possible after the course is approved by the Dean and listed on the Master Schedule.
  - i. All FLSA courses must be registered in Scranton's study abroad application system, Terra Dotta. Terra Dotta is an application management software system that manages the entire study abroad process from advising, application, pre-trip, trip and post-trip follow-up.
    - 1. There is a student fee associated with registration in the Terra Dotta system.
    - 2. Students will be required to register themselves within the system.
    - 3. Students can register themselves in the system even if they are not yet registered for the course.
    - 4. The system will:
      - a. Route the student's application to the Office of Student Conduct for approval
      - b. Collect a FERPA waiver from the student (undergraduates only)
      - c. Collect emergency contacts from the student
      - d. Collect health information from the student
      - e. Submit the student information for health insurance
      - f. Collect risk waiver from the student
  - ii. The Office of Global Education will provide assistance with various technical matters related to offering an FLSA, including travel warnings, the required pre-departure briefing processes for faculty and students, and coordinate with the Office of Equity and Diversity (OED) in regards to compliance requirements and of Title IX responsibilities associated with each trip.

## **H. PROMOTING THE FLSA COURSE**

- a. A course must be on the Master Schedule before it can be advertised to students.
- b. The advertisement for the FLSA course must be approved by the Dean of the course before it is shared with students.
- c. The Office of Global Education will also post the course offering, and provide the course advertisement to student visitors in the Office.
- d. The course advertisement must include the following information:
  - i. Course CRN, prefix, number, and title
  - ii. The course description from the University catalog (if existing course)
  - iii. A description of the international component and itinerary
  - iv. The travel costs for the course, including:

1. The amount of the deposit
  2. The cost of tuition for the course (verify with Office of the Bursar)
  3. Reasonable estimates of travel costs
  4. The tuition costs for the course as an additional expense beyond the travel costs
  5. Mandatory travel insurance
  6. Information on estimated additional costs to the students, e.g. meals not covered, likely incidental expenses, etc.
- v. Refund policies
1. Tuition will be refunded according to the established University schedule.
  2. A travel deposit (equivalent to the cost of the airline tickets) can be refunded until the time that tickets are purchased, after which time it is non-refundable.
- vi. Contact information for the faculty-of-record
- vii. Deadlines for application and confirmation of attendance, including deposits and other payment due dates
- e. Faculty are responsible for ascertaining participants have the passports and required visas to enter the country of destination. International students are responsible for securing necessary visas and travel documents.

## **I. MANAGING THE FINANCIAL LOGISTICS OF THE COURSE**

- a. Each CRN is assigned a budget number, even if it is a course that is offered on a regular basis.
- b. Student payments will be deposited into this account and the faculty-of-record will have access to them for expenditures. The Dean of the course, or his/her designate, has direct oversight of the course budget.
- c. No cash will be accepted for travel payments (deposits and final payments). Checks must be made out to the University of Scranton. The faculty-of-record must keep careful records of all student payments, which are subject to audit.
- d. Students must make a deposit at least equivalent to the value of the airline ticket before registration in the course.
- e. Because students will be given a full refund if the course is canceled due to insufficient enrollment, non-refundable expenditures, such as the purchase of non-refundable airline tickets, cannot be made earlier than 2 weeks before the first day of the semester the course is offered.
- f. The accounts will remain open for 60 days after the travel component of the course ends. If the account is in deficit, Deans will be responsible for correcting the deficit. Surpluses in excess of \$25 will be credited to the University account of each participating student and the travel account will be closed.
- g. A succinct budget report will be provided to the Deans by the Treasurer's office within 90 days of the end of the travel component.

## **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-record should review with the Bursar the specific tuition pricing for each course that is planned for offering.

### ***SPECIAL NOTE:***

*Some time ago, the University had approved a tuition reduction for undergraduate FLSA courses offered during the Intersession term. This tuition discount amounts to 1/3 tuition charge, i.e. 1 credit tuition charge for a 3-credit course. There have been no other study abroad course-related tuition reductions approved by the University.*

## **IV. POLICIES REGARDING STUDENT ELIGIBILITY**

- A. Except for the situations described below in this section, all students who meet the established pre-requisites and enrollment controls associated with the course are eligible to participate. If student interest exceeds the course capacity, the faculty-of-record should determine a fair and unbiased approach to selecting course participants.

- 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 established by the department and published in the program handbook may be prohibited from participating in a FLSA course by the department Chair with approval of the academic Dean.
- E. Students must receive credit to participate in FLSA. Students who are not registered for the course may not participate in the travel associated with FLSA.
- F. Non-Scranton students who want to enroll in the course must be cleared with a disciplinary background check and approved by the Dean.

## **V. COMPANION ACCOMPANIMENT POLICY**

This policy governs the procedure under which an FLSA Program Employee may request approval for someone not affiliated with the FLSA program to accompany the FLSA Program Employee to or at any FLSA location for all or part of the duration of an FLSA program.

- A. The following definitions apply:
  - a. An FLSA Program Employee is a director, teacher or professional staff associated with an FLSA program.
  - b. A person who is not affiliated with an FLSA program means anyone other than FLSA Program Employee and registered students participating in the program.
  - c. An “accompanying party” is anyone who wishes to accompany an FLSA Program Employee to, or at, any FLSA location for all or any part of the duration of the program, but is someone who is not affiliated with the program. An accompanying party includes family members and friends of the FLSA Program Employee, among others who are not affiliated with the program.
- B. Accompanying parties can create institutional liability issues, as well as create competition for an FLSA Program Employee’s attention, and in some cases, may impact the program experience of participating students.
- C. FLSA Program Employees must apply to both the academic Dean and the Director of the Office of Global Education to secure approval for an accompanying party. The FLSA Program Employee must submit the application no less than ~~12~~8 full weeks before commencement of the travel portion of program/course. The application must include:
  - a. Names of all accompanying parties;
  - b. Relationship to the FLSA Program Employee; Age or ages if the application applies to one or more children 18 years of age or younger;
  - c. Dates of planned visits(s);

- 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. **A financial plan must be developed** for the course that includes all costs associated with the travel portion of the course. The Financial Plan must include the costs for all course participants including students, faculty-of-record, and University-approved faculty or staff assistant(s) serving as FLSA Program Employees.
  - i. Include all of the following costs:
    - 1. Airfare
    - 2. On-ground transportation and local transportation
    - 3. Room and Board
    - 4. Excursions/cultural activities/tours
    - 5. Supplies (with explanations)
    - 6. gifts (with list of recipients and explanations)
    - 7. other (with explanations)
    - 8. study abroad fee charged directly by Bursar's Office for registration and accident/medical insurance.
  
- \_\_\_\_\_ e. The **course advertisement** must include the following information:
  - ii. Course CRN, prefix, number, and title
  - iii. A description of the international component and itinerary
  - iv. The travel costs for the course, including the cost of tuition for the course (verify with Office of the Bursar)
  - v. Deadlines for application and confirmation of attendance, including deposits and other payment due dates
  - vi. Contact information for the faculty-of-record
  
- \_\_\_\_\_ f. **Pre-trip Orientation** for both faculty and students