

University of Scranton Credit Bearing International Study Courses

I. Policy:

University of Scranton credit bearing international study courses must have the same academic rigor as those taught on campus. The dean of the course must approve new courses and sections of existing courses before they may be offered in an international study format. New courses need to receive the usual academic approvals for content.

II. Procedure for Approval of New Courses:

These procedures for approval of new University of Scranton Credit Bearing International Study Courses provide a common framework within which courses should be proposed to curricular committees. The suggested course proposal guidelines are designed to allow the instructor to make explicit the linkage between the international study experience and the course goals and objectives thereby facilitating course review and approval. They also provide standard requirements for communicating financial, special documentation, and other non-academic requirements to students.

The course proposal will include course and student outcome objectives, an explanation of the importance of the off-campus component, and the relationship of the international study component to the student outcomes/objectives. The proposal will also include a description of the assessment component, including assignments for each part of the international study experience. The proposal should demonstrate that the rigor and experience, including contact hours, justifies the number of credits being awarded. The experience should be comparable to the Carnegie hours normally required for a course of that credit value. The course proposal should also detail any special rules for registering, such as class status, prerequisites, grade point average disciplinary rules, etc.

All University courses with an international travel component must be numbered such that the last two digits are 95 or 96.

a. Course Syllabus

The course syllabus should include student/learner objectives for both the formal classroom and the international study experience and directly relate to assignments and assessment in general. When possible and appropriate the syllabus should provide dates and locations for all classes and meetings, including on-campus preparatory lectures, the international study component, and on-campus closure meetings if any. The reading list and specific assignments should be included along with the grading policies. The course syllabus should also contain attendance policies as well as prerequisites for the course. Copies must be submitted to the department chair and dean.

A separate document should be attached to the syllabus detailing the list of charges, fee schedule and deadlines, and other logistical information. Special rules for registering, such as class status, grade point average, conduct rules and the University-approved waiver form should be included.

Faculty teaching the course can apply for the Diversity Credit to be applied.

III. Procedure for Approval of Sections of Existing Courses:

With the dean's permission sections of existing courses may be offered abroad. Course numbering will remain unchanged from current catalog.

Faculty teaching the course can apply for the Diversity Credit to be applied.

IV. Other Requirements

a. Waiver and Permission Forms

Faculty are responsible to follow the procedures outlined in the Foreign Travel Information Policy. This includes submitting signed waivers and forms for all students and participants to the Associate Provost Office, prior to their participation in the course. Faculty should contact the Associate Provost's Office for the proper forms. Copies will be kept in the Associate Provost's Office.

b. Schedule Type

All travel courses must have a schedule type of *T: Travel/No Load* or *F: Travel/Load*, as determined by the department in consultation with the dean. This is necessary to identify the course sections so that the 1/3rd billing hour adjustments can be set up prior to registration and billing, ties into faculty load for proper compensation, and tracks "travel" course sections longitudinally.

c. Tuition

Students will pay one third of the tuition for the course unless it is covered under the flat tuition policy. That means that for a student enrolled in a 3-credit course, the course tuition would cost one credit. For a student in a regular semester whose credit bearing international study course caused her/him to exceed the 18-hour limit, the additional credits would be discounted at the same rate.

d. Faculty Salary

Faculty receive a full stipend. Normally a minimum of 6 paying students per instructor is required and a maximum of 15 students per instructor is allowed.

e. Budget

Faculty are responsible for developing a budget for the course. Faculty

are responsible to submit the budget to the dean. All course-related costs, except tuition and faculty salary, need to be covered by the amount charged to the students/participants. Representative course-related costs include: transportation to location, course-related travel, meals, lodging and ticket for admission/events. Based on these costs, a per student charge is established. This per student charge must cover the expenses of the course. The per student cost plus the tuition and the refund policy must be included on all materials advertising and promoting the course as well as informing the student that they will be billed for the mandatory health insurance.

f. Refund Policy

Students may receive a 100% tuition refund if they withdraw on or before the first day of class as stated on the course syllabus. Once the course has begun, no refunds will be made.

Faculty are also responsible for establishing a written cancellation and refund policy for the travel arrangements, and for giving it to the students.

Both of these policies need to be included when advertising the course.

g. Registration

Faculty, in coordination with the office of the course dean, are responsible for advertising the course. They should provide a list of students with their Royal ID numbers and a course syllabus including a full schedule of class meetings to the assistant dean of the course, who will register the students. This information must be provided four weeks prior to the start of the term or four weeks prior to departure whichever comes first.

h. Agency Account

Faculty are responsible to contact the Treasurer's Office to set up an agency account to handle income related to the course, other than tuition and normal University fees. Students should be instructed to make the checks payable to University of Scranton. Students submit checks to the faculty member who, in turn, gives them to the Bursar and requests that the agency account be credited.

V. Foreign Country Requirements

Faculty are responsible for ascertaining the passport or visa requirements and informing the students of the same.

Faculty need to be aware of the political climate in the country being visited, including knowledge of any U.S. State Department or other advisories regarding that country. Faculty should attempt to ascertain the risks in the particular area of the country being visited, such as an unusually high crime rate. Particularly when students are staying with residents of the foreign country, faculty should take

reasonable precautions to determine that students are in a safe environment.

The University of Scranton, at its discretion, may cancel or suspend study programs because of real or potential safety, security or health risks to the participant. Additionally, the University, at its discretion may place certain countries or regions of the world on a “Banned Study List” for University students. Students who wish to study in a country on the “Banned Study List” may file a written appeal with the International Programs office.

VI. Academic Requirements:

Students on academic probation are not eligible to apply for or participate in credit bearing international study 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.

VII. Standards of Conduct:

A University student studying abroad is subject to the laws of the country in which he or she is studying and the conduct and academic codes of the host institution. While studying abroad, a student is concurrently enrolled as a student at the University of Scranton and is subject to all University of Scranton conduct and academic integrity standards. Misconduct of any kind by a student studying abroad will be referred to the International Programs and Services Office and/or the University Judicial System for review and appropriate action. Serious misconduct may lead to the expulsion of a student from a study abroad program and suspension or expulsion from the University of Scranton.

Students who have a disciplinary record may, in some instances, not be granted approval to participate in credit bearing international study courses and students who are on probation are not eligible to participate.

APC Approved – April 2006

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