

Policy Number AA-2010-1022

Policy on Faculty-led Study Abroad Programs

Approved by: President's Cabinet/ Academic Affairs Council

History: Revised -- 2-17-2009

Additional History

Related Policies: n/a

Additional References: n/a

A. Purpose

The purpose of these provisions is to establish policies, procedures, and administrative responsibilities for Faculty-led Study Abroad Programs.

B. Scope

The policies and procedures shall apply to all aspects of the Cheyney University Faculty-led Study Abroad Programs.

C. Key words and phrases:

- APSCUF – stands for Association of Pennsylvania State College and University Faculties
- BOG – stands for Board of Governors of the PASSHE
- COT – stands for the Council of Trustees
- Director – refers to the Director of the Office of International Studies
- CU – stands for Cheyney University
- OIS – stands for the Office of International Studies
- Program Coordinator – refers to a faculty member who is responsible for managing a specific study abroad program at Cheyney University
- PASSHE – stands for Pennsylvania State System of Higher Education

D. Policy & Procedure(s)

These policies and procedures are consistent with Pennsylvania State System of Higher Education Board of Governors (BOG) Policies and Procedures. The Faculty-led Study Abroad Programs shall be required to adhere to all Cheyney University and BOG Policies and Procedures. Faculty-led Study Abroad Programs initiatives shall comply with CU Affirmative Action Policies. These refer to accepting students, employment, and providers of services.

Administrative Overhead

Cheyney University does not require an administrative overhead for Faculty-led Study Abroad Programs.

Contracts

Program participation shall be based on written contracts. All such contracts shall be reviewed and approved by the Director of OIS, the Office of the Provost, the University legal counsel, and APSCUF. Written contracts shall exist between CU and the Program Coordinators and the faculty members involved in the Faculty-led Study Abroad Programs. The contracts are approved through the Office of the Provost. All contracts must be signed and approved by the President of CU and the University legal counsel; and shall not be altered unless by mutual consent.

Written contracts (bids) for site, room, and board arrangements are required and shall be submitted to the Director of OIS and to the Office of the Provost by the Program Coordinator two (2) months prior to the Faculty-led Study Abroad Programs.

Contracts shall be kept on file at all times in the Office of the Provost, Payroll Office and APSCUF Office.

Agenda (Itinerary)

The Program Coordinator shall develop an agenda in consultation with the OIS and then the Office of the Provost for the Faculty-Led Study Abroad Programs one (1) month prior to the beginning of the study. This agenda shall not be changed unless approved by the Director of OIS and the Office of the Provost.

Advertisement

All advertisement for the Faculty-led Study Abroad Programs shall be pre-approved by the OIS and the Office of the Provost. All such advertisements shall contain CU's standard, uniform language regarding tuition, credit transfers, programs cost, CU logo, residency, refunds, etc.

Budget and Financial Summaries

Each Program Coordinator shall prepare and submit a budget for his/her approved Faculty-led Study Abroad Programs that represents the detailed projected costs. The budget shall be updated as needed to accommodate needed changes and approved by the Director of OIS, the Office of the Provost, and the COT. A summary of all the program's expenditures which the Coordinator has managed shall be submitted to the Office of the Provost upon completion of the program within thirty (30) days. Budgets, timetables, and realistic deadlines shall be established for each Faculty-led Study Abroad Program site submitted per year, in order to determine revenue required for the Faculty led Study Abroad Programs.

Cash Advances

All cash advances to Program Coordinators for site expenses other than deposits are discouraged and shall only be approved by the Office of the Provost and the Vice President for Administration and Finance. Requests for advances are handled through purchase orders (check requisition form) and the completion of an advance form submitted by the Program Coordinator to the Office of the Provost after the budget is approved and a sound rationale is proposed one month prior to the Faculty-led Study Abroad Programs.

Course Offering and Course Requirements

Only courses for credit shall be offered in the Faculty-led Study Abroad Programs. Students may take such courses for credit only.

New, selected topic and one-time-only courses shall follow the University Curriculum Routing Procedure and appropriate deadlines prior to the offering of a course. Course syllabi, program content, and travel

itineraries shall be submitted by the Program Coordinators to the International Affairs Committee and the Office of the Provost as part of the initial proposal.

All contact hours (including both classroom time and supplemental activities such as field trips) shall at least be equivalent to the required contact hours of CU's on-campus course. Course offerings for each of the Overseas Study Programs shall be determined by the number of faculty members who participate and student enrollments in the program.

Class Size

Class size shall be set equivalent to the university policy regarding minimum class size (i.e., seven students) established for regular class offerings.

Invoices, Receipts, and Logs

All payments above \$500.00 shall be honored only upon receipt of itemized invoices submitted to the Office of the Provost and will be paid directly by the University Business Office. Original itemized invoices and receipts shall be obtained for large expense items such as airline tickets, vehicle rentals, meal plans, and housing accommodations.

All requests for reimbursement of \$15.00 or more require an original receipt and must be submitted to the Office of the Provost and then to the Business Office.

Daily logs of expenditures shall be required. Any individual receiving reimbursement for meals are responsible for adhering to the CU Travel Policies (include specific reference to the source of this policy). The total reimbursement for meals shall not exceed the subsistence rate specific to the location. Any list of guest lecturers or speakers for the Faculty-led Study Abroad Programs pre- or post gathering shall be approved by the Office of the Provost.

Participants

The policies and procedures shall apply to all aspects of the Faculty-led Study Abroad Programs now in existence or hereafter created. Only credit participants shall participate in the Faculty-led Study Abroad Programs. No faculty member's family or friends who are not enrolled in the Faculty-led Study Abroad Programs will be allowed to join the program.

Registration and Banking

Registration for Faculty-led Study Abroad Programs shall be processed by the Registrar's Office. All funds and registrations for Faculty-led Study Abroad Programs shall be collected by the Bursar's Office. All payments from student participants shall be processed through the Bursar's Office and the Business Office. Faculty shall not accept any student payments and registration but rather direct the student to the Bursar's Office. Only funds deposited with the Bursar's Office clears a student's registration for the Overseas Study Program.

Travel Policies

CU will follow all present and future BOG Policies and Procedures for Travel Expense Regulations (most recent policy) and CU Travel Policies.

Travel Advisor Notices

Program Coordinators shall consult with the Director of OIS and the Office of the Provost with regard to cancellation or suspension of study abroad programs due to an emergency situation and

occurrence of natural disaster in the host country(ies). Program Coordinators shall submit emergency contact information (the form is available in the OIS) of all students and faculty participating in study abroad programs.

Tuition and Fees

As part of the Faculty-led Study Abroad Program's initial advertising, all tuition, program cost, and fees shall be stipulated in writing requiring prospective students to pay either in-state, out-of-state, graduate or undergraduate tuition.

Student residency shall be validated by the Registrar's Office by having the student sign the appropriate form regarding such residency prior to the student participating in the program. The approved proposal must be submitted to the Director of OIS and the Office of the Provost stipulating the tuition and all program fees.

All collection of tuition/registration is to be sent to the Registrar's Office and the Bursar's Office where official registration and tuition occurs.

CU adheres to the BOG Policies and Procedures for Tuition and Fees (most current policy). Refund/withdrawal policies shall adhere to BOG and CU Contractual Policies and Procedures (most current policy)

Tuition Waivers

Tuition cannot be waived for a spouse or dependent once they have completed their first undergraduate degree or if a dependent has reached the age of 25. All waivers must adhere to Cheyney University and State System of Higher Education policies.

Salaries

Program Coordinators shall receive their salary/compensation after the program has concluded, the budget information has been processed, grades have been submitted and a summary budget report has been submitted. Participating faculty teaching in the Faculty-Led Study Abroad Programs shall receive their salary/compensation after the program has concluded and the grades have been submitted. Each Program Coordinator shall receive a salary of \$5,000; two coordinators of the same program receive \$2,500 each.

Final Report

A final itemized budget report (including expenses, revenues, and registrations) shall be submitted by the Program Coordinator within 30 calendar days for the completion of the Faculty led Study Abroad Programs.

Checklist

A checklist shall be provided for each Program Coordinator that reflects time tables for each item. These time tables will be monitored by the Program Coordinator in concert with the Director of OIS and the Office of the Provost.

Warning

Failure to comply with university policies and procedures with regard to Faculty-led Study Abroad Programs may result in removal from the Faculty-led Study Abroad Programs.