Sam Houston State University  
Office of International Programs

The Study Abroad Coordinator in the Office of International Programs (OIP) would like to recognize the hard work and dedication faculty put into designing, implementing, and coordinating study abroad programs. We recognize that without faculty support and a great deal of energy and commitment, SHSU students would not have the opportunity to gain international experiences while pursuing their academic goals.

The following guidelines are meant to assist faculty in planning and implementing successful study abroad programs. OIP is available to help each step of the way, and we genuinely hope to receive continual feedback on these guidelines so that we can continue to make revisions and updates that will assist faculty in their international endeavors.

If you have questions, comments, or concerns, please contact Jordan Land, Study Abroad Coordinator at jml084@shsu.edu or 936-294-3276. OIP would like to give a special thank you and authorship acknowledgement to Dr. Karla Eidson & Dr. Beverly Irby, who started this document within the College of Education, and provided the groundwork for the university-wide guidelines.
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Appendices

The Following Documents (Appendices) are located on the OIP website (http://www.shsu.edu/dept/international-programs/study-abroad/faculty-led-programs/information-for-faculty.html)

DOCUMENTS FOR FACULTY:

Prior to departure:

Turn in to Study Abroad Coordinator (OIP):
1. Program Proposal (due September 1st)
2. New Fund Request (for new programs) (due September/October)
3. Faculty Budget Request Form (due September/October)
4. Change of Budget Form (if needed)
5. Accompanying Family Member Form

Turn in to Disbursement & Travel Services:
6. Vendor Maintenance Form/Substitute W-9 (for new vendors) (due September/October)
7. Outgoing Wire Form
8. Direct Payment Form
9. Outgoing Wire Form (for vendors)
10. Direct Deposit for Employee Reimbursements (if not previously set up)
11. Travel Cash Advance Check Request
12. Travel Advance Agreement
13. Accountability Form (for meals with students)
14. Liability Waiver (also provide copies for Study Abroad Coordinator)

Turn in to Registrar’s Office
15. Class Schedule Maintenance Form (due January-March for course(s) to be built)

Post Program
16. Study Abroad Student Evaluations (online at surveymonkey.com – sent to students via email by the Study Abroad Coordinator)

Turn in to Study Abroad Coordinator:
17. Cost Report Form (due August 30th)
APPLICATION ITEMS AND SUBMISSION PROCESS FOR STUDENTS:

Pre-Admission Decision Application Items:

Must be submitted to Study Abroad Coordinator by **01 FEB** for summer programs or **01 NOV** for winter programs.

1. Application
2. Financial Responsibility Agreement

Post-Admission Decision Application Items:

Must be submitted to Study Abroad Coordinator by **15 FEB** for summer programs or **15 NOV** for winter programs.

1. Emergency Contact
2. Behavior Contract
3. Proof of Health Insurance
4. Liability Waiver
5. Passport copy
6. Pre-Travel Health Survey – Completed by student

Submission Process for Pre-Decision Application Items:

Faculty and the Study Abroad Coordinator will provide these documents to interested students prior to approval to participate in a program. Students should submit complete forms directly to SAC so that general eligibility to study abroad may first be verified (minimum GPA, no holds, no serious prior disciplinary action, etc…). Documents will be forwarded promptly to faculty for program selection/denial. Individual programs may have separate application deadlines, but these deadlines may not be later than OIP deadlines unless prior agreement is reached between OIP and faculty.

Submission Process for Post-Decision Application Items:

These application items will be provided by the SAC to students directly, and students will be required to return complete forms directly to SAC. Faculty will not be responsible for distributing or collecting these documents. Documents will be forwarded promptly to faculty for pre-departure administrative use.
OTHER DOCUMENTS FOR STUDENTS AS NEEDED:

1. **Financial Aid Budget Increase Form** (optional—for students asking for additional financial aid if they qualify)
2. **Non-SHSU/Non-Credit Student Form** (only applies to non-credit students)
3. **Travel Warning/Insurance Exclusion Waiver** - (if country is under US Dept. of State Travel Warning and/or excluded from coverage under TSUS travel insurance). Document has not yet been created by TSUS/SHSU, but will be provided upon finalization. Required for individual travelers affected. *Also See Section 4.8*

NOTE REGARDING APPLICATION PROCESS:

After a student has submitted an application and been approved for participation by OIP and the leading faculty, a non-refundable deposit charge will be placed on the student’s account in the amount of $300. The student is not considered a confirmed participant, responsible for all financial commitments of the program, until they have paid this deposit in full. Therefore, it is imperative that students are not committed to non-refundable program costs prior to their payment of this deposit, even if they insist funds will be available at another time.
SECTION 1: Program Development Overview

1.1 OVERVIEW

The following guidelines for faculty-led study abroad programs are based on the Texas Higher Education Coordinating Board (THECB) Policies for Out-of-Country or Out-of-State Courses.

1.2 DEFINITION

Faculty-led study abroad programs are academic experiences/programs that are initiated, organized, and carried out by members of SHSU faculty, with assistance from OIP. Short-term programs may range in length from ten days to a month-long experience.

The primary purpose of creating a study abroad program may range from cultural immersion purposes (language, cultural, social, etc.), to academic content related to a geographic area, to natural environment studies (biology, geography, etc.).

1.3 GENERAL PROCEDURES

Developing a study abroad program requires much thought and preparation. This document is designed to provide faculty with all the required information, including deadlines, questions, and forms. A faculty-led study abroad program proposal should carry the endorsement of the appropriate department and college. Depending upon the proposed length and complexity of the program, a lead time of 12-18 months prior to the commencement of a program may be needed. Faculty leaders have the primary responsibility for the academic content and instructional delivery methods of study abroad programs. The faculty will also be responsible for the on-site arrangements for the program and the Study Abroad Coordinator will provide the pre-departure orientation. Faculty should gain approval for the initial program through their Department Chair and Dean before submitting the proposal to the Study Abroad Coordinator. By submitting a proposal for a faculty-led program, the faculty leader agrees to abide by all system and university policies enumerated in the Sam Houston State University Study Abroad Policy.
1.4 APPROVAL PROCESS

All study abroad program proposals need to be reviewed and approved by the following departments and committees:
1. Department Chair
2. College Dean
3. Office of International Programs
4. Academic Affairs
5. Texas State University System Board of Regents (TSUSBR)

1.5 PROPOSAL COMPONENTS

1. Program Proposal (See Appendix)
2. Syllabi of courses to be offered
3. Program itinerary
4. Supporting documentation including contracts and/or publications on physical facilities including housing, institutional affiliation, classroom space, study space, travel agency etc.
5. Estimated budget
SECTION 2: Guidelines for Program Development

2.1 GENERAL RESPONSIBILITIES

2.1.1 Academic Departments have the primary responsibility for the academic content, instructional delivery methods of study abroad, pre-departure (with the exception of safety and security pre-departure orientations) and onsite arrangements for the program.

2.1.2 Office of International Programs will work with academic departments:

a. To assist in the development of a program to ensure compliance with university policies, train faculty on best practices in study abroad, and health and safety requirements
b. To assist in setting up accounts and budgets for the trip
c. In conjunction with the Bursar’s Office, place charges and, if necessary, remove charges on student accounts based on a pre-determined payment schedule set by faculty and OIP
d. To coordinate with faculty and the Registrar’s Office to confirm registration status
e. To assist with marketing through hosting a Study Abroad Fair, information sessions, Saturday at Sam, and posting trip information on the OIP website
f. To provide pre-departure health and safety orientations for participating students
g. To provide scholarship information to eligible students
h. To maintain centralized records of all faculty-led study abroad programs and participants
2.2 TIMELINES

The following timelines are meant to prepare faculty well in advance for the proposal submission requirements and to help them plan accordingly. Note that specific dates will change from year to year but the general timeline will remain the same. The timelines begin the YEAR BEFORE the program will be held.

ALL PROGRAMS (PROGRAM PROPOSAL SUBMISSIONS):
All program proposals for the calendar year must be submitted according to the following timeline:

- **May:** Begin compiling budget and other materials for submission
- **Early August:** Submit program proposal to Department Chair and College Dean for approvals (See Section 1.4)
- **September 1:** Faculty Leader submits program proposal to OIP.
- **Mid-September/October:** Begin marketing proposed course(s) to students. OIP will also host a Study Abroad Fair, four info. sessions, and will attend Saturday at Sam to assist in marketing.
- **September/October:** Submit New Fund Request (if necessary) so trip account can be set up. Also submit Faculty Budget Request Form to OIP (See Section 2.4) to OIP.
- **Late November:** Receive notification from THECB (though OIP) as to whether courses have been approved

SUMMER PROGRAMS (REMAINDER OF PROGRAM PREPARATION):
For summer (including May-mester programs), faculty should adhere to the above timeline for proposal submission and the following dates:

- **End of November-January:** Deposit payments are due and become non-refundable (see Student Financial Responsibility Agreement in student application packet)
- **January:** Submit courses to Registrar to be built (See Section 2.11)
- **Mid-January-May:** Financial penalties begin to take effect against student withdrawals (see Student Financial Responsibility Agreement in student application packet)
- **February:** OIP will host four info. sessions and attend Saturday at Sam to help recruit students. Also, fill out a travel requisition along with initial list of students and pre-payments to vendors (if necessary) to Disbursement & Travel Services
- **Early May:** All program fees must be paid in full (see Student Financial Responsibility Agreement in student application packet)
- **30 Days After Trip Completion:** Make final payments to vendors, if necessary. Also turn in the Final Expense Report (Faculty Travel Expenses) to the Disbursement & Travel Services. Upon completion of the program, faculty leaders must account for all purchases made against a travel advance, and submit.
  - **By August 30:** Submit Cost Report Form to OIP (see Appendix)
WINTER BREAK PROGRAMS (REMAINDEr OF PROGRAM PREPARATION):
Winter Break programs should be reported as the last program of the calendar year. Thus, a planning time of 1 ½ years is required in order to comply with the program submission timeline above.

- **February:** Begin marketing proposed course(s) to students. OIP will host four info. sessions and attend Saturday at Sam to help market the courses.
- **August:** Fill out a travel requisition along with initial list of students and pre-payments to vendors (if necessary) to Disbursement & Travel Services.
- **September:** Financial penalties begin to take effect against student withdrawals (see Student Financial Responsibility Agreement in student application packet).
- **Mid-September/October:** OIP will host a Study Abroad Fair, info. sessions, and attend Saturday at Sam to assist in marketing.
- **Mid-November:** All program fees must be paid in full (see Student Financial Responsibility Agreement in student application packet).
- **30 Days After Trip Completion:** Make final payments to vendors, if necessary. Also turn in the Final Expense Report (Faculty Travel Expenses) to the Disbursement & Travel Services. Upon completion of the program, faculty leaders must account for all purchases made against a travel advance, and submit. Also, submit Cost Report Form to OIP (see Appendix).
2.3 PROGRAM PROPOSAL APPROVAL

Faculty who wish to develop a study abroad program will work with OIP as they develop the course and fill out the program proposal form (see Appendix). The faculty leader, department chair and dean will sign the proposal form before submitting to the Study Abroad Coordinator. The deadline is Sept. 1st for summer and winter-break programs (i.e. summer 2015 and winter-break 2015 programs). Please note that according to THECB Guidelines, in order for a study abroad program to make, a minimum of 10 undergraduate students (or 5 graduate students) PER COURSE must be enrolled.

During the program proposal process, OIP will review the university’s study abroad guidelines and risk management issues with the faculty member. After reviewing the proposal, it will be sent to Academic Affairs where, if needed, they will work with the faculty member to recommend changes so as to be consistent with SHSU and THECB policies and guidelines. With the help of the Study Abroad Coordinator, Academic Affairs will then send the list of proposed courses to the Board of Regents for final approval at the November meeting.

PLEASE NOTE: Once courses are submitted to the Board of Regents for approval, no changes can be made; the approval is specific to course titles and numbers, lead instructor, dates, location, credit hours, and length

2.4 NEW FUND REQUEST & BUDGET REQUEST

In order to give faculty the ability to make program reservations and payments prior to all the student money being collected, SHSU can provide a specific fund (FOP) and budget for the individual trips. In order to get the FOP set up and the budget approved, the following steps should be followed.

2.4.1 New Fund Request (NEW Programs Only)
Complete the New Fund Request form (see Appendix). Faculty will need their academic department’s org #. The Fund # starts with a 157 to indicate study abroad. The program # is 10. The department chair, dean and Provost will sign before submitting it to the Controller’s Office.

2.4.2 Budget Request Form
1. Submit Faculty Budget Request Form (see Appendix)
2. Once the Study Abroad Coordinator receives the Budget Request Form after the appropriate signatures (faculty leader, department chair & dean), it will be forwarded to the Provost, the Budget Office, the Vice President of Finance (if over $50,000) and President (if over $100,000) for approval.
2.5 COLLECTING STUDENT PAYMENTS

So as to relieve the faculty member from the rigors of collecting student money, all student payments should be made to the Bursar’s Office. Charges will be placed on student accounts based on the published program costs. All students must sign and submit the Financial Responsibility Agreement located in the student application packet prior to any charges being added. Faculty will provide copies for the Study Abroad Coordinator. This agreement serves to notify students when deposits and payments are due and when certain percentages of payments are nonrefundable. The Study Abroad Coordinator will send faculty updates on students who have and have not paid. Please also let the Coordinator know if a student needs to have a charge removed.

2.6 STUDY ABROAD SCHOLARSHIPS

OIP offers merit-based study abroad scholarships that come from the $2 International Education Fee every SHSU student pays per semester. Due to limited funds, there is no set amount as to how much each student will receive. The International Programs Activities Committee will meet after each scholarship application deadline to determine scholarship amounts for eligible student applicants.

2.6.1 Student Requirements
To be eligible for the scholarship, undergraduate students must have at least a 3.0 SHSU GPA and graduates at least a 3.5 SHSU GPA. Students will fill out the scholarship application, attach his/her unofficial transcript, and turn into the Study Abroad Coordinator by the application deadlines.

2.6.2 Application Deadlines
September 15 for winter-break programs
November 1 OR February 1 for summer programs
*Note: Please recommend to your students to apply at the earlier Nov. 1st deadline if they meet the GPA requirement.

The OIP scholarship application, along with a listing of non-SHSU study abroad scholarships, are on the OIP website: http://www.shsu.edu/dept/international-programs/scholarships/index.html

2.6.3 Scholarship Disbursement
Scholarships cannot be disbursed until students turn in the Scholarship Award Response form along with proof of registration in the course(s), indicating that they accept the scholarship.

As indicated on the scholarship application, scholarships will not be disbursed until right before/during the trip. Students will receive an email from the Financial Aid & Scholarships Office letting them know it is time to accept the scholarship through MySam.
2.7 MAKING PAYMENTS TO TRIP VENDORS

Prior to any purchases being made, a travel requisition for each traveling faculty member must be created and approved for the Disbursements and Travel Services Office (see section 2.8). Pre-payments for group expenses are encouraged.

2.7.1 In-Country Travel and Accommodation Purchases
Direct Pay is the preferred method for making purchases related to faculty-led study abroad trips. Once the trip’s FOP account has been set up and funds have been moved from the revenue account (560000) to the travel account (710000), then purchases can begin being made. Departments are responsible for ensuring that the funds have been moved to the appropriate account before requesting payments to be made.

2.7.2 Bids
Bids are not required when paying through Direct Pay, but supporting documentation is required stating why the specific service provider is being used.

2.7.3 Vendor Setup
Vendors must be set up with the Disbursement & Travel Services Office before payments can be made and a Vendor ID can be created. Foreign entities that do not already have a Federal tax ID must call 1-267-941-1099 to set one up. For new trips, faculty must complete the Vendor Maintenance/Substitute W-9 form (See Appendix).

Examples of vendors that faculty have used: ARAMFO, EF Tours, Millennium Tours, Serendipity Sustainable Adventures, STA Travel, Student Universe, UNIBE

2.7.4 Method of Payment
Direct Payments can be made either through a Wire Transfer, or through the issuance of a check. If a wire transfer is requested and the charge is submitted in a foreign currency, a currency conversion must be included in the submission.

To request a payment be made, submit the Direct Payment form (see Appendix) along with a detailed invoice and the Outgoing Wire Form (See Appendix) if requesting payment through a Wire Transfer. Turn into the Disbursement & Travel Services Office.

2.8 TRAVEL REQUISITION

A travel requisition must be created and approved for each SHSU faculty member accompanying the student group for the Disbursement & Travel Services Office. All
travelers are required by our Board of Regents to complete the Liability Waiver (see Appendix). Student liability waivers need to be attached to the lead faculty member’s requisition. Also attached to the lead faculty member’s requisition is a list of participants, the class roster (as soon as available), and an emergency contact list/forms for all travelers.

2.8.1 Accompanying Family Members
All accompanying family members must complete and submit the Accompanying Family form. (See Appendices) It contains guidelines on required forms and policies. All expenses for family members must be paid for separately. Student program fees may not be used to fund any trip-related family member expenses. Each accompanying family member must also fill out the Liability Waiver. Family members of faculty leaders may NOT be hired to perform duties on the study abroad program. Faculty spouses can however serve as co-leaders of a program if each is teaching a course for the program.

2.9 TRAVEL ADVANCE

A travel advance may be requested and issued to the lead SHSU faculty member once the travel requisition is approved by the Disbursement & Travel Services office.

2.9.1 Requesting a Travel Advance
To request the advance, Disbursement & Travel Services requires 2 forms: (1) the Travel Advance Check Request and (2) the Travel Advance Agreement (see Appendix). The advance may not exceed the estimated dollar amount on the approved travel requisition. The employee can request up to 100% of the estimated travel expense.

2.9.2 Timing of Issuing a Travel Advance
The travel advance will not be issued more than 10 working days prior to the trip (unless justification is included on the Travel Advance Check Request).

2.9.3 Form of Disbursement
All advances will be disbursed via direct deposit or paper check, depending on method preferred. It is encouraged to sign up for direct deposit for employee reimbursements (see Appendix).

2.9.4 Keeping Receipts & Accountability Form for Meal Expenses
All expenses used with advance funds must be accounted for by either receipts or the Accountability Form (see Appendix). If the faculty member pays for a group or individual meal, a record of recipients needs to be submitted with the meal receipt. A receipt for any excursion(s) paid for on site is required to be attached to the travel expense voucher with explanation of who attended and where/what the expense relates to the
academic purpose. Allowed meal and lodging rates are to be obtained at www.gsa.gov website.

The Accountability Form is applicable for meal expenses only and a record must be kept for each student regarding the daily total dollar amount. Students must sign the Accountability Form upon receipt of funds and be aware that all unused funds must be returned to the lead faculty, whom will be held responsible to return remaining funds to SHSU.

2.10 TRAVEL REIMBURSEMENT

Study abroad expenses incurred while in travel status should follow all SHSU Travel policies, which are posted on the university website. Reimbursement for expenses can only be submitted for the SHSU faculty and the students who have paid for the trip.

2.10.1 Additional Expenses While In-Country
The Disbursement & Travel Services Office understands that additional expenses arise as a necessity and fall outside of the normal travel expense when traveling abroad. In the event this happens, please include an approved explanation of the expense(s) and how the expense(s) is related to the academic purpose of the trip.

2.10.2 Foreign Currency Conversion
When requesting reimbursement or accounting for advanced funds, all expenses incurred in foreign currency or exchanges of currency must be converted to U.S. dollars. The calculation methodology using an approved foreign currency conversion must be documented. Travelers may utilize the following options:

- **On-site Exchange Rate:** If the traveler converts U.S. dollars to a foreign currency while overseas, the traveler should receive a receipt showing the actual exchange rate. This single rate may be used only for the individual transaction and may not be used for other transactions during the trip. Additional fees charged by the foreign currency exchange vendor may be reimbursed, if included on the receipt, itemized, and explained.

- **Credit Card Rate:** If the traveler’s expenses are on a credit or debit card, the credit/debit card statement can provide the currency exchange rate on the detailed transaction report from the card issuer. This report can be submitted as proof of payment and currency conversion. Additional fees charged by the card issuer for foreign currency transactions may be reimbursed, if itemized and explained on the statement.

2.10.2.1 Credit Card Rate is the suggested method of reporting daily exchange rate as it is much less burdensome for
Faculty than the method below. Please note, however, that due to the nature of international travel, it may not always be possible to pay on-site expenses by credit card.

- **On-line Rate:** The traveler may use [http://www.OANDA.com](http://www.OANDA.com) for historical currency exchange as a standard conversion rate. The OANDA website provides an average exchange rate for exact dates of travel that will need to be customized for accuracy.

2.10.3 Expenses NOT Reimbursable
- Alcoholic beverages
- Gifts
- Early Bird Check In
- Excess baggage charges for personal belongings
- Flight insurance – personal
- Laundry or cleaning
- Tips and gratuities for services rendered
- Expenses not related to official State business
- Personal entertainment
- Losses caused by exchange rate fluctuation
- Expenses incurred on behalf of another university employee

2.10.4 Expenses Reimbursable That Require Receipts
- Transportation by airline, railroad, rental car, taxi or limo
- Lodging
- Parking and tolls
- Registration fees
- Fuel for rental cars
- Miscellaneous expenses (i.e. long distance business calls, excess baggage fees)

2.11 COURSE BUILDING AND SUBMISSION

Departments should submit study abroad courses to the Registrar’s Office in the same manner as regular on-campus courses. This can be done at the departmental level using the Class Schedule Maintenance Form (see Appendix).

2.11.1 Submission Deadlines
Summer courses can be submitted as early as January and as late as March.
2.11.2 **Special Instructions**  
Since faculty-led courses will not typically require classroom space, they should be built with a special designation in order to be properly identified and coded for fee removal. If courses are going to meet prior to or after the trip and need classroom space, it must be reserved on the main campus and arranged as a normal on-campus class. Please note that this means that students will pay all the normal fees associated with on-campus classes *(see Section 2.13 for specific fees)*.

The following designations should be used when building courses that will NOT be meeting on campus during the regular term:

- **Campus Designation**: C (out-of-country)
- **Building**: OC (off-campus)
- **SSATEXT**: State the country where the program will take place.  
  Ex: Spain Study Abroad

2.11.3 **Dates of Travel**  
The dates of the travel must line up as closely as possible with the existing semester dates (ex: a trip leaving in May should be classified as a mini-semester course, NOT a Summer I course unless there are class meetings before or after the trip).

2.11.4 **Registration Restrictions**  
So as to assist faculty leaders in managing the enrollment in their course(s), it is recommended that departments build the courses with departmental restrictions preventing open registration into the courses. Prior to early registration, the Study Abroad Coordinator will work with the Registrar’s Office to manually override the registration restrictions for the students who have been accepted into the study abroad program by the faculty leader and have paid their program fees according to the designated payment schedule.

2.12 **STUDENT REGISTRATION**

Due to the nature of faculty-led study abroad courses, special procedures for student registration and withdrawal have been put into place to help protect the integrity of the program and ensure the faculty leader is allowed the maximum control over the student registration for their course(s). Please note that according to THECB Guidelines, in order for a study abroad program to make, a minimum of 10 undergraduate students (or 5 graduate students) PER COURSE must be enrolled.

2.12.1 **Registration Process**  
Students will be responsible for registering for the appropriate courses through MySam.
2.12.2 Auditing Courses
Students are not allowed to audit out-of-country courses.

2.12.3 Participants Not Earning Academic Credit
In general, faculty leaders should not open their programs to anyone that will not earn academic credit for the program. Participation of individuals not earning academic credit can negatively lend to a perception of the program as serving a primarily leisurely function. The Higher Education Coordinating Board of Texas and SHSU Academic Policy emphasize that a program must clearly serve academic, non-recreational purposes. However, if this option is desired, please notify the Study Abroad Coordinator as soon as possible. The ability of non-credit earning individuals to participate in SHSU study abroad programs is currently under review by the university. If they are deemed eligible for participation, the process by which they are approved and extent to which they are supported with state resources is subject to further review.

2.12.4 Dropping a Course
In order to protect the faculty leader’s authority and the integrity of the program, students will be required to attain faculty permission to withdraw from the course once they are abroad.

2.13 TUITION AND FEES

Faculty-led study abroad courses that are designated as out-of-country are considered regular SHSU courses and are subject to the normal tuition and fees with the exception of the service fees listed here: Recreation Fee, Lowman Student Center Fee, and Health Center Fee=$275.

NOTE: Since these fees are not charged for each class, but only once per semester, if a student is taking another course on campus during the same semester as the study abroad course, they will be required to pay the fees.

2.13.1 $200 Study Abroad Service Fee
OIP provides significant support to the faculty and students who participate in faculty-led programs. In order to provide the personnel necessary to support these programs, each student participating in a study abroad program will be assessed a $200 fee. This fee is not included in the program cost of the trip; it is a separate fee. Please inform students of this fee.
2.14 REFUNDING PROGRAM FEES

At times, it may be necessary to refund students, either due to withdrawal from the program, program cancellation prior to departure, or emergency cancellation of the program once abroad.

2.14.1 Program Cancellation Prior to Departure
College Deans have the ultimate authority to determine whether a program will be allowed to proceed without minimum student enrollment (10 students per undergraduate class or 5 per graduate class).

Should the program be cancelled prior to departure due to low enrollment or other causes, students will be refunded 100% of their program fees. The Study Abroad Coordinator will collaborate with faculty leaders and the Bursar’s Office to process the refunds.

2.14.2 Student Withdrawal
Students who withdraw from the program prior to departure may be held accountable for some or all charges, based on the Student Financial Responsibility Agreement (from the student application packet).

2.14.2.1 Note that a withdrawn student should not be charged more than they are actually committed to. For example, if the withdrawal policy states a student owes $1,000 but the student is only committed to $500, the student should be charged $500. This is to remain in compliance with the directive that study abroad programs cannot profit from the collection of student fees. Additionally, if there is a surplus of withdrawal fees after program completion, any remainder should be refunded to the withdrawn student only. Under no circumstances can surplus withdrawal fees be refunded to students that participated. Just as participating student fees cannot be used to fund another student’s withdrawal, withdrawn student fees cannot be used to benefit participating students.

2.14.3 Program Cancellation Once Abroad
If the faculty leader, Chair, or Dean determines that a program should be cancelled or terminated due to an emergency or crisis situation, the process for notification and refunds will be determined by the Department. The Communications Office will be notified so that all university communications will be consistent.

2.14.4 Student Withdrawal Once Abroad
Students who wish to withdraw from the program after departure, or who are expelled from the program for any reason will not be refunded any of the program fees, unless there are extenuating circumstances and the faculty leader and Department agree to the refund. Tuition and fees will be
refunded according to the terms outlined in the Student Financial Responsibility Agreement (from the student application packet).

2.15 CANCELLATION OR TERMINATION OF PROGRAMS

Occasionally programs must be cancelled prior to departure or terminated prior to completion, but after the students are already abroad. In order to protect the students’ monetary investment and the faculty leader’s time investment, a cancellation policy should be specified in the published brochure/website and discussed during the pre-departure orientation session(s).

If the program is cancelled prior to departure, the Disbursement & Travel Services Office should be notified, and a request to release the budget should be made.

2.15.1 Emergency Cancellation or Termination of Programs

If the faculty leader, Chair, or Dean determines that a program should be cancelled or terminated due to an emergency or crisis situation, the process for notification should be determined by the Department. The Communications Office should be notified so that all university communications will be consistent.

2.16 PROGRAM CLOSE-OUT

Upon completion of faculty-led programs, the following procedures should be completed within 30 days of the program completion date:

2.16.1 Final Expense Report (Faculty Travel Expenses)

Upon completion of the program, faculty leaders must account for all purchases made against a travel advance, and submit the report to Disbursement & Travel Services.

2.16.2 Remaining Fund Balances

If, upon completion of the program, after all outstanding balances to vendors have been paid, there is a remaining fund balance, the following procedure will occur:

1. For amounts over $10 per student on the program, all remaining funds will be refunded to students who have completed the program and received a passing grade in the course(s). OIP will work with the Bursar’s Office to refund students.
2. For amounts under $10 ($9.99 and less) per student, the fund balance will be transferred into a Study Abroad Administrative fund.
3. The Study Abroad Administrative fund, after reaching a balance of $5,000, can be used under the discretion of the OIP Director, in conjunction with the sponsoring department head, to cover programs ending in a negative balance up to $1,000. Program funds with a
negative balance over $1,000 will be the responsibility of the sponsoring department.

2.16.3  **Cost Report Form for Annual Report**
Complete the Cost Report form (*See Appendix*), and submit to the Study Abroad Coordinator no later than August 30 (summer trips) or 30 days upon completion of the program.

**SECTION 3: Program Components**

**3.1 PROGRAM CONTENT**

All faculty-led study abroad programs are subject to the same standards and university policies and procedures as any other academic program except where otherwise stipulated by this document.

**3.2 SUGGESTED LEARNING OUTCOMES**

All study abroad programs should address one or more international-based learning outcomes in addition to the specific discipline-related learning outcomes of the program. Examples of *suggested* learning outcomes are listed below:

**3.2.1 Knowledge**
Study abroad participants will seek to understand the host culture in a global and comparative context; that their culture is one of many diverse cultures and that alternate perceptions and behavior may be based in cultural differences; how historical and current forces shape world systems; other languages and cultures (beliefs, values, perspectives, practices, and products); or how the natural environment of the country is contextually important to the program.

**3.2.2 Skills**
When appropriate, study abroad participants will analyze issues, situations, or the natural environment from more than one cultural perspective and have opportunities to speak, listen, read, and/or write in a language other than their first language.

**3.2.3 Cultural Perspective**
SHSU study abroad participants should seek to learn from others who are culturally different from themselves; accept cultural differences and accept cultural differences and ambiguities; appreciate the language, art, religion, philosophy, material culture, or utilization of the natural environment of different peoples.
3.2.4 Additional Suggestions for Learning Outcomes

- A substantial portion of the academic program should be related to the socio-cultural or geographic environment of the host country.
- Class-hour credit may be awarded for extra-curricular lectures and field trips when the content is academic in nature and integrated into the class for which the credit is awarded.
- Where possible, opportunities for cultural immersion should be incorporated into the program, e.g. service learning, internships, host families, interaction with students from the host country, discovery of the natural environment, etc.
- When feasible, programs in non-English speaking countries should seek to incorporate a language development component.
- The program should include opportunities for reflection on the experience abroad during and after the experience.

3.3 PRE-DEPARTURE ORIENTATION

All students participating in a study-abroad program will attend a mandatory orientation session(s) prior to departure. The Study Abroad Coordinator will work with faculty leaders to develop these sessions and will provide assistance and information as needed. The session(s) should provide information about:

- Health and safety issues
- Behavior expectations
- Accommodations
- Adjustment to the host culture
- Information about the host location and society
- U. S. State Department Travel Warnings or Advisories
- CDC Health Information for the country
- Emergency Contact Numbers for program directors and university officials
- Procedures for a medical emergency

3.4 ON-SITE ORIENTATION

The program must also provide students with a continuous on-site "orientation" to the host culture by providing them with information about the host location and culture in order to maximize their experience and learning.

3.5 STUDENT ASSESSMENT

Student learning outcomes and overall student experience should be assessed at the program's conclusion. Feedback will be used to improve subsequent programs and to continually improve pre-departure orientation sessions.
3.5.1 Global Perspective Inventory (GPI)
Starting 2015, OIP and the Office of Assessment will administer an assessment to study abroad students to help gauge the students’ levels of cultural competencies and to assist faculty in continually developing their programs to impact students’ cross-cultural growth and competencies. Students will take the assessment prior to departure and upon their return. OIP will administer the assessment tool and provide the faculty leaders with a report at the completion of the program, after the post-test has been taken. Faculty leaders should assist OIP in encouraging their students to take the assessment, and use the results to develop future programs.

3.5.2 Post-Program Evaluation
Students will be provided information while they are abroad concerning the completion of an online evaluation via SurveyMonkey. Once evaluation data has been collected, it will be analyzed and shared with individual Faculty Leaders. The purpose of the evaluation is for faculty to make improvements to their programs and to determine which activities were viewed as successful by the students. (See Appendix).

3.6 FACULTY AND ON-SITE STAFF
In order to ensure the safety of the students and to maximize the success of the program, the faculty director or on-site coordinator will be present and on-site for the duration of the program, and will be accessible to the students. Additionally, at least one member of the full-time faculty or on-site staff must be fluent in English and have a working knowledge of the language of the host country and be familiar with the country in which the program is offered. The faculty leader is also encouraged to have a working cell phone during the program for emergencies and this number should be shared with students, the Department Chair and OIP.

3.7 HOUSING
Students must be housed in safe, clean, and culturally appropriate lodgings, and should be provided with appropriate orientation to their housing situation. If housing options are significantly lower in quality, soundproofing, sanitation, or safety than housing normally used by students in the U.S., this should be described to students in detail prior to departure. If the program does not provide housing, information on the availability, approximate cost, and location of housing must be provided to students prior to departure.

3.7.1 Host Families
If students are to be housed with local families, the families will have been vetted by a local contact, and are required to notify the on-site coordinator or director if there is an emergency involving a student.
3.8 ACCOMMODATION FOR STUDENTS WITH DISABILITIES

The program must attempt to make reasonable accommodations for students with physical or learning disabilities by addressing mobility and other amenities at the site. It is understood that certain types of programs require students to be able to participate in physically challenging activities that may not make them accessible to students with certain disabilities. As long as the program requirements are stated in the description in the program proposal, there is no problem in designing this type of program. However, program literature should include a statement relating to accessibility concerns:

“This program includes activities that may involve using public transportation, negotiating stairs, taking long walks, and attending scheduled classes. If you have any concerns about your ability to perform any of these activities or have other special needs or disability-related concerns, contact the faculty leader for the study abroad program in which you want to apply.”

3.9 STUDENT EXPECTATIONS

Admission requirements are based on university general admission standards and policies. Programs are allowed to establish more stringent admission requirements. Program prerequisites will be determined by the departments within their Colleges.

Prior to departure, faculty leaders are encouraged to outline specific expectations for their students, above and beyond academic expectations. Completion of the following documents and orientation prior to departure is required:

3.9.1 Financial Responsibility Agreement
Students are required to sign a Financial Responsibility Agreement with their student application regarding payments for the program and the refund policy prior to having charges placed on their accounts.

3.9.2 Emergency Contact Form
All students must fill out the Emergency Contact form with the student application packet.

3.9.3 Student Behavior Contract
All students should sign a Behavior Contract (See Appendix) which states that the faculty member has the ultimate authority to determine whether the student can continue on the trip or not. The students must adhere to the behavior contract, and may be prevented from going on the trip if their conduct prior to departure is not congruent with the guidelines set forth in the behavior contract.
3.9.4 **Proof of Health Insurance**

Minimum levels of insurance coverage abroad are required for students. Proof of insurance indicating that the student is covered for accident and sickness, emergency medical evacuation, and repatriation of remains is required. Most standard health insurance plans **will not** provide for these contingencies, so separate travel insurance is recommended for use:

1. CISI (Preferred) - [http://www.culturalinsurance.com/](http://www.culturalinsurance.com/)
2. HTH Worldwide: [https://www.hthstudents.com/](https://www.hthstudents.com/)
3. STA Travel (provided by ISIC) - [http://www.statravel.com/travel-insurance.htm](http://www.statravel.com/travel-insurance.htm)

Some faculty-led trips include health insurance for the group. Please note on the Proof of Insurance form *(See Appendix)*. *(See Section 4.8)*

3.9.5 **Passport Copy**

Copies of each student’s passport (valid 6 months after return from program) will be collected and kept on file by the faculty leader and OIP. In addition, students should be encouraged to carry a color copy of their passport while traveling.

3.9.5.1 Note that some countries will require students to obtain a visa prior to departure or upon entry into the host country. Therefore, students must be informed of the proper steps to obtain the visa, if necessary. If faculty require assistance in this matter, OIP can provide guidance. However, OIP will not be responsible for ensuring all students are in possession of a valid visa nor do we recommend Faculty accept the burden of this responsibility for the entire program. Obtaining the proper travel visa is ultimately the responsibility of the individual traveler.

3.9.6 **Pre Travel Health Survey**

Students are asked to complete the Pre Travel Health Survey honestly and accurately *(See Appendix)*. The form allows us to ensure that all student health/mental health accommodations are made prior to departure from the US. This form will be provided to the Study Abroad Coordinator and can be shared with the faculty leader if necessary. We no longer require a physician examination and full disclosure health/mental health history.

3.9.7 **Liability Waiver**

Students, faculty and guests must fill out the liability waiver form before departing *(See Appendix)*. Faculty will submit all of these forms to the Travel & Disbursements Office.

3.9.8 **Pre-Departure Safety Orientation**

OIP will conduct one pre-departure health and safety orientation. Attendance at this presentation is mandatory and a sign in sheet will be used. A student marked present at this presentation will serve as their acknowledgment of understanding. Students not present at the meeting...
will be emailed the presentation and this will serve as their acknowledgment of understanding. Copies of the presentation may be emailed upon request.

SECTION 4: Emergency Protocol

4.1 PROTOCOL PURPOSE

The OIP Emergency Protocol has been designed expressly to safeguard the well-being of program participants and to protect the University’s interests. The procedures set forth below are to be followed by the faculty leaders, university administration, staff, and students in order to effectively prepare for and rapidly respond to emergencies during SHSU’s Study Abroad Programs.

- We emphasize that students who participate in the program must also take responsibility for their own safety, security, and well-being by not putting themselves in compromising situations.
- We caution students to use common sense, be alert and aware of their surroundings at all times, always travel with a buddy, and never put themselves in compromising positions with the use of drugs or alcohol.
- SHSU cannot guarantee or assure the absolute safety of participants or eliminate all risks from the study abroad environment, nor can students be monitored at all times.

It is the responsibility of faculty leaders and other university administrators to follow the procedures outlined below and of program directors to inform the students in their group about these procedures during pre-departure orientations.

4.2 DEFINITIONS

Crisis: Any event that harms or jeopardizes the health, safety, or security of SHSU students, faculty, and/or staff in a foreign country necessitating immediate action and/or involvement by the University. Can be real or perceived.

Emergency: Any circumstance that poses a genuine risk to, or that has already disturbed the safety and well-being of program participants. Emergencies will include, though not be confined to:
- Disappearance or kidnapping of a participant
- Criminal or sexual assaults against program participants
- Serious illness, physical or emotional injury, or death
- Hospitalization for any reason
- Arrest, incarceration, or deportation
- Terrorist threat or attack
- Local political crisis
- Natural disasters

**Perceived emergency:** Events that are not immediately threatening to the health or safety of program students or staff, but which may be viewed as such by family and friends at home, or by the media. In many instances, a perceived emergency must be treated as a real emergency. It is important to assess all available data thoroughly before responding.

4.3 FACULTY LEADER PREPARATION

Faculty leaders should familiarize themselves with the emergency protocol, and know how to contact the appropriate people in the case of an emergency. It is recommended that faculty carry an *emergency contact card* with them at all times with the following information:

- Nearest U.S. Embassy/Consulate contact information and address
- Department Chair
- Dean
- OIP
- Academic Affairs
- President’s Office
- Public Affairs

4.4 ITINERARY AND CONTACT INFORMATION

Faculty leaders will leave a detailed written program itinerary with their department and OIP with written instructions on how they can be contacted in an emergency.

4.5 MEDICAL EMERGENCIES

Students should be informed that they are required to notify the Program Director about any medical emergency, and that the Program Director in turn is required to contact their College, respective department, and OIP. This information will be treated with the strictest confidentiality and will be shared by the Program Director on a “need to know” basis only. If the crisis involving the student is grave enough to jeopardize his or her safety or wellbeing, the emergency contact he/she has provided at the time of registration will also be informed.
4.6 STATE DEPARTMENT REGISTRATION

The faculty leader and students should register with the U.S. State Department through their Smart Traveler Enrollment Program: [https://step.state.gov/step/](https://step.state.gov/step/).

This will alert the local US Dept. of State presence that the group is traveling within the country and aid in their response time in case of contingency.

4.7 EMERGENCY RESPONSE GUIDELEINES

4.7.1 For Faculty Leaders

1. In an emergency, the faculty leader’s first responsibility is to safeguard the safety and wellbeing of program participants. He/she should do whatever is necessary to assure this, whether this means obtaining prompt and appropriate medical attention, Embassy intervention, or police protection.

2. When all has been done to assure the participants’ wellbeing, the faculty leader should contact their department and/or Dean and brief them in detail about the situation. The department head should then report these details to the Dean.

3. In an emergency, the faculty leader should urge participants to contact parents as soon as possible to advise them of their personal situation. Wherever necessary, the faculty leader must facilitate such contact.

4. As necessary, the faculty leader should notify the local U.S. Embassy or Consulate about the crisis, and follow whatever procedures they may require. If there is a continuing risk to the welfare of the students (during a terrorist threat, for example), the faculty leader should ask the appropriate Embassy or Consular Official to advise him/her on a regular basis about the evolution of the crisis, and about how the students should respond.

5. In a medical emergency, the faculty leader or appropriate designee should accompany the student to an appropriate health care provider. Details should be kept confidential unless the participant grants permission for them to be shared. If a medical emergency is critical and parents should be informed, the department head should make contact with the parents.

6. During an on-going crisis, the faculty leader should keep the department and OIP informed on a regular basis, daily or as need dictates.
7. Depending on the acuteness of the crisis, a crisis response team may be assembled to decide on a course of action that the faculty leader and students need to follow.

8. During a political crisis or some other emergency during which foreigners in general or U.S. citizens in particular may be at risk, the faculty leader should tell the students to keep a low profile; tell them to avoid demonstrations, confrontations or situations where they could be in danger; avoid behavior that could call attention to themselves; avoid locales where foreigners or U.S. citizens are known to congregate; and take down signs, avoid using luggage tags and wearing clothes that would label them as U.S. citizens.

9. In the event of a significant crisis, students have the option of returning to the U.S. Every reasonable effort will be made to allow them to continue their academic program on campus, and to be housed appropriately as well. Refund policies are outlined below.

10. Faculty members and students will be evacuated or sent home if a situation deteriorates to the point where the degree of risk to participants is deemed unacceptable. If this unlikely event were to happen, the crisis response team, in consultation with the faculty leader, the U.S. Embassy and State Department, and appropriate individuals on the home campus, would develop an evacuation plan in as much detail as possible.

4.7.2 For Department Heads and Others Acting as the Crisis Response Team

Upon receiving a call from the faculty leader of a Study Abroad program (or from parent or other source) involving a serious injury, death, or emergency, the department head will:

1. Start a log of all calls and activities.

2. Get the following information from the faculty leader:
   a. Name of caller and of victim(s), if any
   b. Brief description of accident, injuries, and/or emergency, the steps that have been taken and the status
   c. Location of caller (street, city, country)
   d. Location of accident or emergency. How close is it to students and staff?
   e. Phone, cell phone, fax, or beeper number where caller is
   f. Find out if rescue squad, local law enforcement, U.S. embassy/consulate have been called if appropriate
g. Has any information been released to the media?

3. If an emergency – real or perceived – occurred, ask for detailed answers to these questions:
   a. What impact, if any, did any emergency have on availability of food, water, and medical supplies?
   b. What was the target of unrest, if the event was political?
   c. What is the intensity of the emergency or of the political unrest?
   d. Are there military or emergency personnel at the site of the emergency?
   e. Is continuation of classes feasible?
   f. Are our students and staff able to travel in the country?
   g. What is the advice of the nearest U.S. embassy or consulate?

4. DO NOT MAKE ANY STATEMENT TO THE PRESS. Once a thorough evaluation of the situation has been made from the faculty leader’s perspective, the Department Chair or College authority should notify the Assistant Director of Communications at SHSU (936-294-1837)

5. If an emergency has occurred, call the U.S. Department of State Citizen Emergency Center at 1-888-407-4747 (from overseas: 202-501-4444) for suggestions or assistance.

4.8 Travel to Locations Affected by State Department Travel Warning/TSUS Travel Insurance Exclusion

It is the policy of the Texas State University System not to approve student travel to locations under a U.S. Department of State Travel Warning. Further, it is the policy of Sam Houston State University not to approve travel to locations not covered entirely under the TSUS travel insurance policy with ACE Insurance. If travel to a location under Travel Warning and/or excluded from ACE Insurance coverage is proposed, all travelers must sign a waiver that has been approved by the Vice Chancellor and General Counsel. If a Travel Warning is issued for the area where a Sam Houston State University program is being conducted, the updated information must be distributed promptly to students, and students must be permitted to withdraw. Students will be refunded any non-expended fees. Relocation of program may also be considered in case of various contingencies.

It is highly recommended that all students/faculty/staff traveling on a study abroad program to any location purchase additional travel insurance that provides coverages for costs incurred due to the unforeseen issuance of a Travel Warning or any number of other contingencies. More information on specific insurance providers can be obtained from the Study Abroad Coordinator. See also Section 3.9.4