1. PURPOSE

The purpose of this policy is to provide specific guidance and procedures affecting students, faculty, and others who may be involved in Out-of-State/Out-of-Country courses.

2. DEFINITIONS

2.01 For the purposes of this document, Out-of-State/Out-of-Country courses and Study Abroad courses are used interchangeably.

2.02 The Texas Higher Education Coordinating Board (THECB) defines Study Abroad courses as "off-campus, academic credit instruction which is delivered outside the United States primarily to regular on-campus students." Study-in-America courses are defined as "off-campus, academic credit instruction which is delivered outside Texas but in the United States primarily to regular on-campus students." Institutions are required to certify that all courses meet the Coordinating Board's Standards for Out-of-State and Out-of-Country Courses. Institutions certify compliance with those standards through an online reporting system.

2.03 At Sam Houston State University, Out-of-State/Out-of-Country courses are further defined as courses that take place out of the state of Texas or out of the country for at least 50% of the duration of the course.

3. PLANNING FOR OUT-OF-STATE/OUT-OF-COUNTRY ACTIVITIES

3.01 Out-of-State/Out-of-Country courses are designed and evaluated according to guidelines similar to those utilized for on-campus courses.

3.02 Scheduled credit courses must be listed in the undergraduate or graduate course inventory.

3.03 All requests for Out-of-State/Out-of-Country courses follow the submission guidelines found on the Study Abroad website.
4. PRINCIPLES FOR DEVELOPING, CONDUCTING, AND EVALUATING OUT-OF-STATE/OUT-OF-COUNTRY COURSES

4.01 Criteria for Students. Enrolled students must have met all institutional standards for admission, be actually admitted to the institution, and supply either proof of Meningitis vaccination, or the lawful waiver of the vaccine. All students enrolled must pay the appropriate tuition and fees for their residency category (e.g. resident, out-of-state, international) and for the total number of credit hours earned. Students are not allowed to audit courses in general, although a special appeal may be made through the chair and dean to the Provost. Financial aid must be available to students registering in overseas courses on the same basis as it would be for on-campus instruction.

a. Student Health Insurance. Students participating in out-of-country courses must provide proof of medical insurance showing coverage in the country or countries to which they will travel.

b. Students must sign the Student Behavior Contract, stating that the faculty leader has the authority to send the student home, or prevent them from going on the trip, should the student’s actions or behaviors fall outside the boundaries of the signed Student Behavior Contract. The Student Behavior Contract can be found in the SHSU Office of International Programs Faculty-led Programs Handbook.

4.02 Criteria for Faculty. Instruction will normally be provided by regular faculty of the institution and will be supervised and evaluated according to appropriate institutional policies. Exceptions may be made to take advantage of uniquely qualified personnel at the study site and/or in accordance with an exchange agreement with another institution. These exceptions require individual justification and approval by the appropriate faculty and academic dean. Faculty and staff may not realize improper advantage or financial gain for teaching overseas courses.

a. Faculty are prohibited from directly accepting funds from students for an Out-of-State/Out-of-Country program. Payment procedures can be found in the SHSU Office of International Programs Faculty-led Programs Handbook.

b. Guidelines for all other procedures regarding handling funds, travel requirements, and other procedures can be found in the SHSU Office of International Programs Faculty-led Programs Handbook.
4.03 Criteria for Courses. Individual course offerings are as follows:

a. Courses offered at overseas locations must be regular courses of the institution or equivalents, based on an exchange agreement, and justified in terms of academic, cultural, or physical resources available at the specific location(s) of the course.

b. Instruction in all authorized courses must conform to all relevant policies at the institution. All courses must conform to the institution’s workload and enrollment requirements, its contact hour/credit ratio, and similar matters.

c. Courses may not offer credit primarily for travel, recreation, or pleasure.

d. Minimum class enrollments must conform to the same standards applicable were the course to be offered on-campus.

e. Out-of-State/Out-of-Country courses are eligible to have the following fees waived, based on a decision by the Texas State University System Board of Regents in May 2011. Courses MUST be built as off-campus and Out-of-State/Out-of-Country to be eligible for the fee waiver:
   - Recreation Fee
   - Lowman Student Center Fee
   - Health Center Fee

4.04 Criteria for multi-course offerings. Multi-course offerings are as follows:

a. A group of courses that are taught by an individual faculty member and are offered in the same time period and in the same overseas location may be considered as an aggregate for authorization purposes.

b. A multi-course aggregate may be approved provided that at least half the courses (making up at least half the credit hours) offered as part of the aggregate comply with item 4.03(a) above. All other criteria must be fully met by each course that is part of a multi-course aggregate.

4.05 Criteria for Repeat Courses. A course that has been approved previously to be offered overseas must be approved again each time it is offered to ensure it still complies with all regulations stated herein.
4.06 Criteria for Administration. The criteria for administration are as follows:

a. Except for funds specifically appropriated for international activities (e.g. state incentive programs, scholarships, etc.) state funds may not be used for faculty or other incidental expenses associated with Out-of-State/Out-of-Country instruction.

b. Any free tickets for travel, accommodations, other expenses or incentives provided by travel agents, carriers, or hotels must be applied to direct support of the instructional program and may not be made as gifts to faculty or staff members or their families.

c. Advertising or marketing for Out-of-State/Out-of-Country courses should emphasize the instructional nature of the courses and may not emphasize or create the impression that the courses are primarily credit-for-travel experiences.

5. PROCEDURES

5.01 Proposed Out-of-State/Out-of-Country resident instruction must be: (a) requested through administrative channels in the format provided on the Study Abroad website to the appropriate academic dean; (b) reviewed by the office of Academic Planning and Assessment and the Office of International Programs; (c) endorsed by the Provost and Vice President for Academic Affairs; (d) approved by the President of the University, the Board of Regents (submissions are due in time for the November Board report), The Texas State University System, and the Texas Higher Education Coordinating Board. Established programs must be consistently evaluated. Results from these evaluations should be used to improve these courses.

5.02 Proposed Out-of-State/Out-of-Country courses may be publicized and undertaken only after approval is obtained in the manner prescribed in 5.01 above.

5.03 Travel and living accommodation expenses for faculty members participating as instructors in Out-of-State/Out-of-Country resident credit courses will, insofar as possible, be incorporated within the total cost of the program to participating students.

5.04 Acting on behalf of the Provost and Vice President for Academic Affairs, the Office of International Programs pre-approves the travel and living accommodations for the participants in Out-of-State/Out-of-Country instruction.
5.05 The courses offered, semester credit hours produced, and faculty assignments will be included as part of the Twelfth and/or Fourth Class Day Report submitted by Sam Houston State University to the Board of Regents, Texas State University System.

5.06 Sam Houston State University will report resident credit courses eligible for formula funding outside the state of Texas with the appropriate Out-of-State/Out-of-Country coding on the class report form (CBM-004).

APPROVED: <signed>
Dana G. Hoyt, President

DATE: 4/4/19

CERTIFICATION STATEMENT

This academic policy statement (APS) has been approved by the reviewer(s) listed below and represents SHSU’s Division of Academic Affairs’ policy from the date of this document until superseded.

Original: January 16, 1991
Review Cycle: Five years*
Reviewer(s): Council of Academic Deans
Faculty Senate
Academic Affairs Council
Review Date: Fall 2023
Approved: <signed>
Date: 4/5/19
Richard Eglsaer
Provost and Vice President
for Academic Affairs

*Effective January 2018, Academic Policy Statements will be reviewed on a rotating 5-year schedule. To transition to a distributed review load, some policies may be reviewed prior to the 5-year timeframe, with subsequent reviews transitioning to the 5-year schedule.