A Nuts & Bolts Manual

for

Departmental Study Abroad / Study Away Programs
Purdue University

Introduction

This manual is provided to guide faculty members in designing and implementing study abroad / study away programs. It reflects past planning conversations with your faculty peers and it cites practices needed to optimize your program's success.

More importantly, this manual provides a comprehensive pathway so that departmental study abroad programs will interface appropriately with other units in the campus community, such as the Office of the Registrar, the Division of Financial Aid, the Office of the Bursar and the Office of the Dean of Students. This manual bridges these diverse but related needs with one chronology of tasks. And it points to the need to complete these tasks in a timely fashion.

Faculty Leaders and Business Managers will need to work closely together to execute a successful program. This manual includes instructions for proposing and administering, as well as addresses the financial aspects of a departmental program.

Questions regarding program administration may be directed to Paula Memmer (pmemmer1@purdue.edu), Study Abroad Departmental Program Manager.

We all look forward to working together to foster international education at Purdue University and to encourage students to experience life in a culture outside of the United States.

Dr. Brian Harley
Associate Dean of International Programs
Director of Programs for Study Abroad
Purdue University

Leader's Manual

Timeline

Program Timeline/Checklist

Months prior to start date	Tasks
12-18 or more months	Develop program description Research probable market for program Ensure department/college level support Conduct a Site Visit (if applicable) Request quotes from educational providers
9 months	Submit program proposal
8 months	Prepare and launch marketing plan Post program information to web page Recruit
5-6 months	Finalize travel, accommodation, programming Prepare and submit rate request
2-6 months	Manage student enrollments Determine viability of program Faculty orientation Travel and reimbursement forms
1 month	Pre-departure student orientation Student course registration Order emergency medical insurance Mandatory forms submitted Final program itinerary submitted State department registration
Post Program	Submit Grades Reconcile Account Program Evaluation

Deadlines

	Proposal	Rate Request
Winter Session	April 1	August 1
Spring Break	August 15	October 15
Summer	September 1	December 15

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Chapter 1: Program Development

Advice from study abroad

Paula Memmer, Faculty Programs Manager, is available to offer advice about non-academic aspects of program development. Leaders may call, write or meet with her as soon as they have an idea for a future program. Telephone the Study Abroad Office (494-2383) to make an appointment.

Program description

A well-thought-out description is crucial for the approval of a study abroad program. The description should include answers to the following questions:

1. What is the location of the program? Is there a heightened level of political instability in the host country? Programs going to destinations under either an OFAC-sanction or a Heightened Travel Advisory of "Level-4" (all), "Level-3" (all), or "Level 2 – Exercise Increased Caution – Contains Areas With Higher Security Risk" (aka "2+") and traveling to a named area need to first request an exception, i.e. a "waiver," from the Purdue Security and Risk Assessment Committee (SRAC). See GPP website for more detail.

2. What is the rationale for offering this program? What new opportunities does this program offer students? Can students use the program to fulfill any departmental major, minor, or core curriculum requirements? What is the benefit to the department (i.e. reduce on campus course capacity)?

3. (A) Which intercultural effectiveness skills will your program help the students acquire or improve?
    (B) How does the program design seek to ensure (through curricular content or co-curricular activities) that the above intercultural learning will take place? Will the participants be integrated with local students? Will they participate in the local academic system? Will they participate in field experiences? Will they stay with a host family? Will there be a structured analysis of local value systems and/or guided reflection on participants' in-country intercultural learning process?
    - The Center for Intercultural Learning, Mentorship, Assessment, and Research (CILMAR) provides an online digital collaborative space call the Hub. There study abroad leaders can find interactive, experiential, and reflection tools for teaching intercultural learning and to find answers to questions pertaining to study abroad assessment.

4. Could the program's pedagogy lend itself to becoming a service learning study abroad program? Could the program include (a) course-based, credit-bearing activities; (b) learning activities that address identified community needs; (c) usage of skills and knowledge directly related to the content of the course or discipline; and (d) reflection as an activity to strengthen understanding of course content, broaden appreciation of discipline, and enhance civic responsibility? Have you discussed this future program with Service Learning leadership at Purdue?
    - Direct questions to Lindsey Payne., Assistant Director, Service Learning: paynel@purdue.edu

5. What is the estimated maximum and minimum enrollment? Will there be one or more than one program leader? Why?

6. Do students submit an application form? What are the selection criteria? Is there a minimum semester standing required at the time of participation? Is there a minimum GPA? Are there course prerequisites?

7. Which student constituency is the target audience? Is the course designed for undergraduates, graduate students or both? If the program will accept both levels of students, what are the differences in the course requirements for the two groups?

8. What kinds of faculty commitment are needed, both short term and long term for this program to be sustainable/recurring? From where will those commitments come?

9. If English is not the country's primary language, then what arrangements can be made to provide an academically sound program in English? With what kinds of support will students function outside the classroom?

10. What administrative infrastructure is needed on site? Will the program be based on a student exchange agreement between a host university and Purdue or be administered by an international education organization? Or is the program independent of partners or providers?

11. What are the accommodation arrangements? What type of housing will be provided (home stay, dormitory, apartment, hotel, other)? Who will arrange the housing?

12. What is the source of food during the program? Outline which meals are provided, and which meals students must provide for themselves.

13. What efforts are being made to keep program costs low in order to encourage student participation?

14. Is there evidence that the proposed program will compete with existing Purdue study abroad offerings? If so, is there evidence that the program is needed and will be viable?

15. How will students with learning disabilities, limited mobility, visual disabilities or auditory disabilities be accommodated in this program?

16. Describe the medical facilities available to participants. Will students face any unfamiliar health issues? Will student need immunizations, etc.?

17. What procedures will be in place to respond to an emergency?

18. What contingency plans are in place?
    > In context of the COVID Pandemic, organizers are urged to be further proactive. This would include plans for medical care (e.g. testing, available hospital facilities, quality on-site care), instruction and/or activities (including group transportation) and housing (e.g. ability to self-isolate due to quarantine, outbreak, or contact tracing timetable needs).A leadership contingency is suggested, to identify a named individual who would assume leadership if the primary supervisor were incapacitated. Plus, for students infected and/or not testing negative, an intentional plan of attention including attention by a named individual is recommended. While this is similar logic to other student medical situations, because of the contagious nature of COVID there are other precautions recommended, all in accordance with following local guidelines as well as information from trusted medical authorities.

Planning worksheet

The planning worksheet is most useful for leaders who are preparing a departmental study abroad program for the very first time. It is intended to remind program leaders of the many details that need to be considered when organizing an overseas program.

Travel plans

Leaders need to decide early in the planning process if travel (airfare, ground transportation, transportation at the program site) will or will not be arranged for the program participants and included in the program fee. There are various aspects of the program to consider when making this decision.

Option 1: travel not included. If the program will be located in one spot for the entire duration, it may be advisable to allow participants to make their own arrangements for traveling to and from the program site. Participants then have the flexibility to leave early, stay longer, use frequent flyer miles and generally be independent.

Option 2: travel included. If the program will have multiple stops, several different methods of

transportation and is short in duration with limited travel options before or after the program OR if it is important that the group be always together, the travel may be included in the program budget. Work with a program provider or travel agency to purchase group airline tickets, reserve hotel rooms and book local transportation at reduced rates.

Option 3: group travel outside the budget. If you'd like your group to have the option of a group flight but do not want to include it in the budget, we recommend that you work with student travel agencies such as Student Universe to make those arrangements.

Chapter 2: Approval Process

A complete proposal for a Purdue Departmental Study Abroad program consists of the following five parts:

1. Detailed description
2. Completed Global Engaged Learning (GEL) index
3. Preliminary itinerary
4. Preliminary budget
5. Program Proposal Form

Proposals will not be considered until all five documents have been submitted.

Repeat Programs

Leaders requesting approval for a previously approved program must submit a renewal request for the current term including up to date information and documents. Program leaders may log into the Program Proposal Portal to find the last approval of the program. Click on the title of the program to start the renewal program.

Program Administrators

In the first section of the *Proposal Form*, list the names of all faculty and staff who will be traveling on the program. If any staff or graduate assistants are part of the leadership team, those names and email addresses, need to be included. All program leaders, staff or assistants must comply with the university nepotism policy: www.purdue.edu/policies/ethics/iiib3.html.

The faculty member teaching the course content will be listed as the *faculty of record* for the program. That person's name will appear in all records for the program in the Purdue registration system.

Program Assistants

Graduate students being in the secondary role of leadership may be acceptable, providing that they follow all university guidelines.

If the leader makes arrangements for a teaching or research assistant to accompany the group, this information must be listed on any forms requesting leadership contact information. If the TA or RA will earn credit for the experience, the student will also need to register for the program. Any costs resulting from the participation of the assistant needs to be included in the program's budget.

Program Information

Information about the program's location, primary student constituency, and on-site partners must be provided. If the program will be housed at a Purdue partner university or organized by a provider organization, this needs to be indicated and the Study Abroad Office needs to know the names of the contacts at these institutions.

Program Dates

Summer study abroad program start dates must be after official spring semester officially ends. Study abroad cannot approve programs that conflict with regular scheduled classes during the academic semester. Programs designed to cross terms at Purdue (portion in both spring and summer term) must have students registered for credit in both terms. Many times this will consist of a class in the spring term that is a required pre-req for the summer study abroad component.

Preliminary itinerary

Leaders need to provide a **preliminary itinerary** that shows the planned locations the participants will visit. Information about a travel agency, international education provider organization, or host institution must be included here. If the program will remain in one location for the duration of the program, please indicate the proposed location, including where the students will live and take their meals.

Programs going to destinations under either an OFAC-sanction or a Heightened Travel Advisory of "Level-4" (all), "Level-3" (all), or "Level 2 – Exercise Increased Caution – Contains Areas With Higher Security Risk" (aka "2+") and traveling to a named area need to first request an exception, i.e. a "waiver," from the Purdue Security and Risk Assessment Committee (SRAC). See GPP website for more detail.

No later than two weeks before the start of the program, the leader will need to submit a **final itinerary** to the Study Abroad Office. This is necessary so that in case of any emergency, the leader and participants can be reached.

Preliminary budget

A preliminary budget is a **required component** of a program proposal. Program leaders should work with their department's business manager to prepare this budget.

A template for a preliminary budget is available as an EXCEL file that is already set up to calculate the program fee once certain dollar amounts for the costs listed below are typed into the various cells on the sheet. It can be found at this URL: https://www.purdue.edu/ippu/sa/_documents/Departmental/Preliminarybudget.xlsx

The first thing to decide is how many students are likely to participate in the program. Once that estimate is determined, the rest of the preliminary budget can be prepared.

The Study Abroad Office expects a **faculty-student ratio of 1:10**, but exceptions in either direction can be requested. Factors for a change in this ratio could be a rigorous travel itinerary or other reasons for additional student supervision. If a different ratio is proposed, an explanation must be attached to the preliminary budget.

The preliminary budget should indicate the following:

- estimated enrollment
- subsidy and source, if applicable
- leader salary and sources, if applicable
- leaders costs (travel, housing, per diem)
- program activity costs
- participant travel costs if included in the program fee
- participant housing costs if included in the program fee
- participant meal costs that will be paid by the program fee

Courses and credits

Information about the number of credits, department course numbers and possible service learning activities must be provided so that the study abroad schedule deputy can assign a study abroad number to the program. **All courses taking place outside the United States and domestic programs utilizing the SA model must carry a course number with the subject abbreviation "SA."** However, this number is a temporary placeholder for the period of the program only and will be replaced on each participant's transcript with a department course number, title, credits and grades.

The SA course number will be listed in the Purdue system during the appropriate term along with the number of credits, the exact program dates, and the leader's name. This number is what all program participants register for and how the Bursar's Office charges the participants for the fees attached to the program.

In addition, leaders must provide the Study Abroad Office with complete information about how the academic work completed by program participants will be transferred to their Purdue academic records. Therefore, the leader needs to list all the academic department course numbers with the accurate course titles and credits. These department numbers must be existing, valid department course numbers. If they are not valid, the application cannot be approved.   The department course numbers, number of credits assigned to each course and the exact course titles need to be listed so that the transfer of credits and grades may be posted to participants transcripts after the completion of the program.

If the program is open to graduate students, a graduate-level number (usually 50000 or above) must be provided. If this information is provided, a separate graduate-level study abroad number will be assigned to the program. In this case, the leader must also provide the Study Abroad Office with an explanation of the program requirements, making it clear that the graduate-student participants have more rigorous requirements than the undergraduates in the same program. This statement is required by The Purdue University Graduate School.

Approval Signatures

The proposal form must be signed first by the department head and then the college dean.

- The signature of the department head confirms that they have read the complete proposal and supports this study abroad program academically and financially. Further, they confirm that the course number and title have been approved by the department's curriculum committee or the equivalent.
- The signature of the college dean confirms that they have read the complete proposal and supports this study abroad program. Further, they confirm that the course number and title have been approved by the sponsoring department.

If a program features courses from more than one academic department, separate signature pages must be completed for each department. If any course offered is cross-listed, each department involved must approve the respective credit.

Once the department head and the college dean have signed the proposal form, the entire proposal will be forwarded to the Departmental Program Manager and Director of Study Abroad for final approvals.

Deadlines

Please see the page immediately prior to the Table of Contents for a program timeline and deadlines.

Notification

As soon as all parties have signed the program proposal form indicating that the program has been approved, the program leader will be notified via email and may begin the recruiting process.

Chapter 3: Accompanying Family Members

Program leaders may decide to bring family members with them. The following policies describe the limits or conditions that apply to the accompaniment of faculty or staff family members in study abroad programs.

Minor Children: Leaders are *highly discouraged* from bringing minor children. If they do accompany a leader, they must be adequately supervised by someone outside of the leadership team or not engaged with the program at all times. The proximate geographic presence of children or other traveling companions should not disrupt or negatively affect the experience of the Purdue students. Relatedly, the presence of others beyond students and leaders should be limited to special occasions (e.g. an opening dinner, a Saturday outing) but not a regular occurrence.

Employment: Family members (including ex-spouses) of faculty members and other academic staff may not be hired to perform duties on the study abroad program if the fulfillment of such duties is under the direct or indirect supervision or direction of the faculty member. "Hired" means receiving monetary compensation for services performed or receiving payment of expenses (travel, etc.) in exchange for performance of duties. Purdue policy governs the practice of nepotism: www.purdue.edu/policies/ethics/iiib3.html. Exception requests for study abroad leadership must be submitted in accordance with Purdue policy.

Official Volunteers: It is university policy that all volunteers (including family members) will be subject to a background check. The sponsoring department will need to ensure each individual falls under the official definition, per the University Volunteer Policy and the Administrative Manual on Volunteers. The department needs to assure full compliance with University Volunteer Policies.
* Screening Volunteers: http://www.purdue.edu/ethics/resources/volunteers-manual.html

Insurance: A spouse or dependent traveling with the program leader may be covered under Purdue's international insurance at no additional cost. Program leader will need to ensure that they enter the individual's name and relationship on the Concur request. If the request has already been submitted, an email may be sent to Risk Mgmt. (specifically, Lois High, lehigh@purdue.edu) including the family members name, date of birth & relationship to employee.

Liability: It is the responsibility of all family members (including spouse/partner and dependent children) of the faculty member to read the US State Department information sheets if they participate in any group travel, whether by land, sea, or air. The family members are responsible for their own safety and well-being. All travelers not classified as Purdue faculty or staff in paid status must sign the appropriate travel expectations and release form RM55. Departmental areas organizing travel are responsible for maintaining releases for a minimum of two years following the travel.

 Accommodations: Accompanying family members may share accommodations with the faculty member, provided such sharing is allowed by the housing provider. Single housing accommodations may be provided for the program leadership team and included in the student budget. Any additional costs to upgrade or provide larger living space to accommodate family members will be at the leader's personal expense. For example, the budget needs to reflect what it would cost (with the actual expense itemized as such) for leadership only, not any traveling companions. In no case should faculty or family members share accommodations with students; in general, they should not share apartments or rooms with program assistants.

Excursions/Travel: Accompanying family members may participate in program excursions and field trips provided such participation does not increase the cost of the excursion for students. Program excursions are planned to accommodate all students plus the participating faculty member(s). If there are empty seats on the bus, boat, or other arranged travel, accompanying faculty family members may travel with the group at no extra cost. However, at no time will a bigger or additional bus, boat or other mode of transportation be arranged in order to accommodate accompanying faculty family members.

Excursion Expenses: If participating in group excursions, accompanying family members must pay all per person expenses (i.e., entrances to parks or museums, theatre tickets, etc.). In no case is program money to be used to fund family member participation in special events.

Group Meals: If participating in group meals, the faculty member must reimburse the program for any expenses incurred by accompanying family members. Program money should not be used to buy meals for

accompanying family members. The exception to this policy is entertainment of host institution guests to which a couple is invited for a meal. The faculty member may bring their spouse to such an event and receive reimbursement for the spouse's meal.

Chapter 4: Establishing the Departmental Account
(Business Manager)

After the administrative approval documents are returned to the program leader and departmental Business Manager, the Business Manager should then determine the appropriate Funded Program to support this activity.

Study Abroad programs are set up in Unrestricted to Department General Order Type. If a new Funded Program needs established, the Business Manager should request it through Master Data in SAP using t-code KO01.

When setting up a new Funded Program, please follow this guidance:

https://sharepoint.purdue.edu/sites/treasurer/bpr/training/Shared%20Documents/KO01%20-%20Create%20Internal%20Order%20QRG.docx

Please remember to use the following when setting up your funded program:
Order Type = URST (Unrestricted)
Department Account Classification (DAC) = Operating – Allocated
Institution Attribute = Study Abroad

Chapter 5: Establishing Fees for Study Abroad Programs
(Business Manager)

A. Fees Defined

Typically, students enrolled in a departmental study abroad program will pay a study abroad fee and a program fee.

Study Abroad Fee
The study abroad fee is collected from each student and held centrally for University purposes. The study abroad fee is part of the student fee rates approved by the Board of Trustees and goes to the university general fund. Current rates can be found at https://www.purdue.edu/bursar/tuition/feerates/2020-2021/other/study-abroad-fees.php.

Program Fee
The program fee is collected from each student and provided to the sponsoring department to fund the expenses associated with the program. This fee is determined by the overall budget and approved via the Rate Request process.

B. Assessing Study Abroad Fees to Students

When developing a departmental study abroad program, it is important to understand when it is appropriate to charge students a study abroad fee. Following are examples of various study abroad programs and whether a study abroad fee should be charged.

(1) **Study Abroad Fees for summer or winter break programs**

Students enrolling in a summer or winter flex study abroad program will pay a study abroad fee. This fee is based on the length of the program.

> $304.70 – program durations up to 29 calendar days
> $609.40 – program durations of 30 – 59 calendar days
> $914.10 – program durations of 60 + calendar days

The study abroad fee remains consistent, regardless of whether the student pays resident or non-resident tuition.

Note: To ensure appropriate charging of students enrolling in summer or winter flex programs, the course number should begin with SA and the category code should equal "S" on the rate request.

(2) **Study Abroad Fees for programs that take place during a regular semester term**

Because the spring break period is included in the official university semester, Purdue students enrolling in these short-term programs are NOT charged a study abroad fee. Since full-time students will have already paid tuition and fees, it would be redundant to charge the students for an additional study abroad fee.

Part-time students will be charged the additional "per credit hour" fee associated with enrolling in the additional study abroad program. Part-time students should be counseled on evaluating whether the additional credit hours associated with the short-term program will cause them to be considered full-time students, thus eligible for full fees.

Note: To ensure appropriate charging of Purdue students enrolling in spring break programs, the course number should begin with SA and the category code should remain blank on the rate request.

C. Assessing Program Fees to Students

Program Fees
A program fee is charged to all students enrolling in a departmental program. Once the student registers for the appropriate SA course number, the Bursar bills the fee via the normal student billing process. The program fee is then transferred to the department to cover the expenses associated with the program. The program fee is based on the approved program budget and varies by program depending upon the expenses that must be covered.

Departmental programs may incur the following types of expenses:

Type of Expenses	Description of Items
Faculty expenses	Faculty salary and fringe benefits
	Faculty air and ground transportation
	Faculty food and incidentals supplement
	Faculty housing
Student Expenses	Student housing
	Student meals
	Student insurance (required)
	Student airfare (if built into the program)
Miscellaneous Expenses**	Ground transportation
	Academic enhancement activities
	Visa costs

When calculating the program fee, it is important to carefully consider the many variable expenses associated with the program. Additionally, it is necessary to carefully estimate the potential number of participants. The total expenses for the program will be divided by the estimated number of participants to calculate a "per student" program fee.

The University's general purchasing policies and guidelines should be followed when contracting with outside vendors for such as travel agencies, provider organizations or other entities. All contracts/financial agreements must be sent to Hospitality Contracts for approval. Faculty should *not* sign on behalf of the university.

** Miscellaneous Expenses not to include:
- Equipment such as laptops or personal fans
- Advertising/Callout refreshments
- Other students'/guest participation in activities

These items should be covered by the department. Only expenses that *directly benefit the participating student* may be included.

Chapter 6: Rate Request

<u>Preparing the Rate Request</u>

Students make decisions about studying abroad based on the costs. Leaders are encouraged to submit the rate request as soon as possible after the program has been approved. In this way, the actual cost can be advertised. This should help with recruiting efforts.

The latest deadlines for submitting rate requests are listed below.

Term in which the program will occur	Due Date
Winter Session	August 1
Spring Break	October 15
Maymester/Summer	December 15

A template for the preparation of the rate request can be found at this URL: https://www.purdue.edu/IPPU/SA/_Documents/raterequest.xlsx.

Please note that any destinations under either an OFAC-sanction or a Heightened Travel Advisory of "Level-4" (all), "Level-3" (all), or "Level 2 – Exercise Increased Caution – Contains Areas With Higher Security Risk" (aka "2+") and traveling to a named area **need to first request an exception, i.e. a "waiver," from the Purdue Security and Risk Assessment Committee (SRAC).** See GPP website for more detail. *Rate request for programs traveling to the above destinations submitted without prior approval will not be reviewed.

<u>All information submitted in the rate request must be fina</u>l. This is especially important for the costs of travel and housing if they are being included in the program fee. **Program fees cannot be revised once the deadline has past and the rate request has been approved.**

Purdue University policy states that the exact program cost information cannot be advertised to students (flyers, emails, websites) until the rate request has been approved by all university officials. If a dollar amount is listed anywhere before the rate request is approved, it must be clear that this is an estimated cost.

Once the rate request is approved, <u>copies</u> will be distributed via DocuSign to the business manager for the program, the study abroad office, the bursar's office and the financial aid office.

<u>Tips for Completing the Rate Request (for Business Managers)</u>

- Before beginning the rate request, learn the SA course number(s), category code, credit hours, and duration of the program.

- Calculate the various fees that will be charged to the participants.

- Determine the number of leaders. The Study Abroad Office suggests a faculty-student ratio of 1:10, but this is a guiding expectation and exceptions in either direction may be warranted.

- Carefully estimate the number of participants to arrive at a "per participant" fee.

- Document the account number that will be used to manage the program.

- In the event that the fees collected do not cover the expenses for the program, identify the departmental account that will be used to cover an overdraft. This account should be listed in the rate request.

- Establish a cancellation policy and financial penalties with the program leader and include this information in the rate request. Information on establishing a cancellation policy is in the following sections of this chapter.

- Programs that require Security Risk and Assessment Committee approval must be fully reviewed and approved prior to final rate request approval.

<u>Faculty fringes & salary</u>

 Faculty fringes will need to be added to the budget/rate request. Departments will determine whether to provide a subsidy for the fringe cost or pass the cost to the student through the program fee.

Faculty salary (including overload payments) can be included in the rate request as outlined in the table below. Faculty should coordinate with the department business office to ensure overload payments are in accordance with Overload Policy VI.C.4.

Study Abroad Fee Structure

TERM	STUDENT FEE	FACULTY SALARY
Summer	SA fee + program fee + insurance	AY salary may be included in rate request FY salary (proportional to effort) may be included in rate
Spring Break	Tuition + program fee + insurance	An approved overload payment for AY faculty may be included in the rate. (1) (2) (3) FY salary (proportional to effort) may be included in the rate
Winter Session	SA fee + program fee + insurance	An approved overload payment for AY faculty may be included in the rate. (2) (3) FY salary (proportional to effort) may be included in rate
Spring/Fall Semester	Tuition + program fee + insurance	AY salary may not be included in the rate FY salary may not be included in the rate

(1)   The department/unit must confirm the faculty has no other assigned duties during the spring break week and that the faculty is not otherwise engaging in full-time efforts as defined by the home department.

(2)   The impact of the overload payment on the cost of the experience to the student should be taken into consideration. Overload payments should reflect the work involved but be reasonable in the amount.

(3)   When AY salary is included in the rate request, an approved overload memo must be included in the rate request packet at the time of submission.

<u>Emergency medical coverage</u> must be purchased for all participants and the charges need to be included in the rate request budget. See Chapter 14 for information on ordering insurance.

<u>A Participation/Cancellation Form</u> must be submitted with the rate request. The leader and the business manager should prepare a cancellation policy for the program fee. In addition to the non-refundable deposit, the cancellation policy should outline the financial penalties if participants withdraw at various points along the timeline, including after the program has started. Students will need to sign and return this form to the program leader with their receipt of payment to confirm their deposit was made online. If a student withdraws from your program without signing this form, you will be unable to collect fees that your department has likely already paid on behalf of the student (i.e., housing deposits, program fees, transportation costs, etc.).

A sample Participation and Cancellation form may be found here: https://www.purdue.edu/ippu//SA/_documents/Departmental/CancellationPolicy-sample.docx

Please revise the document to reflect the information and cost for your particular program.

The goals for program organizers are to provide a successful experience for students and to break even financially. If there is no clear participation/cancellation policy, the program account may end up in a deficit if students withdraw without penalty. Therefore, it is critically important to include information about cancellations and withdrawals in the rate request and to ensure all students who are accepted to participate in the program understand and sign a participation/cancellation form.

Chapter 7: Program's Web Page

As soon as the program has been approved, the Study Abroad Office will create a <u>basic</u> web page for the program listing the title, dates, study abroad course number and the leader's name with email address and telephone number. The leader is then free to add more complete program information to the page. If a separate web page for the program has been created, a link can be set up between this page and any other URL. <u>Any information that has changed since the original program approval should NOT be advertised without obtaining study abroad approval (i.e. credits, courses, dates, etc.).</u>

The program's web page is the best way of promoting the program to a wide range of students. Purdue students continually meet with study abroad advisors about overseas study opportunities. These advisors use the search function at the study abroad website to inform students about all possibilities. If your program's web page does not have complete information, you may be losing potential participants.

Leaders are encouraged to edit the information on the program's web page as soon as possible after approval. The following information is necessary for students making decisions about programs:

- program dates
- program content, including information about courses that will be completed
- itinerary, including excursions
- program eligibility
- approximate cost
- program application (if required)
- cancellation policy
- non-refundable deposit
- deadline for enrollment and submission of participation form, with deposit

If some of this information is not available when the web page is first edited, post as much as possible. It can be edited as many times as necessary. It is crucial to keep the page up-to-date, even if other types of media are used to promote the program. Many students prefer gathering information from a web page and leaders won't need to answer large numbers of inquiries by email or telephone.

Program content should include as much information about the course as possible. Posting a course syllabus and/or providing a link to a course syllabus is ideal. Students are particularly interested in the department course numbers they will complete so that they can easily see how the credits earned from the program fit into their overall plan of study.

An <u>itinerary</u> is not necessary if the program stays in one location for the entire period. However, if excursions to the surrounding region will be included, this is a feature that may attract participants. If the program involves travel from one location to the next, it is important to post an itinerary on the web page. If some parts of the itinerary are not final, they can be labeled tentative and updated as the schedule becomes more definite.

Program <u>eligibility</u> should be clearly stated. Students need to know if there are prerequisites or previous knowledge or experience required for them to be successful in completing the program requirements and earning the credit.

An <u>estimated program fee</u> can be listed so that the potential participants are able to judge if they can afford the program. Purdue University policy states that the exact program cost <u>cannot</u> be advertised until the rate request has been approved. If a dollar amount is posted to the web page before the rate request has been approved, it must be clear that this is an <u>estimated</u> cost. Leaders may delete the word estimated as soon as the rate request has been approved. It is for this reason that it's wise to get the rate request approved as soon as possible.

Leaders may decide if the program requires any additional program application materials. If so, procedures should be outlined on the program's web page. See Chapter 10 for application suggestions.

The deadline for the program application should be earlier than the deposit and enrollment deadline. Students would need to be notified that they have been accepted by the leader and then given time to submit the participation/cancellation form and deposit.

If the program is open to all interested students, they can be directed to enroll online from the web page of the program. *WARNING*: Leaders must be certain that all participants are in good standing at the time of application. If a student is on academic probation at the time of application, they should not be allowed to participate. The Study Abroad Office will determine if a student is on disciplinary probation and inform the program leader. Students on academic probation may not have their application status changed unless an exception request has been submitted to the Study Abroad Office via DocuSign. This ensures that both the department and student are aware of the financial obligations and risk prior to committing to the program.

The enrollment and deposit deadline is a suggested target by which all students should have enrolled on the study abroad website AND have submitted the *Participation/Cancellation Form* with a deposit to determine program viability. Program leaders are welcome to set this deadline earlier than the dates listed in the table below and continue to accept students after the deadline if the program can accommodate the additional students.

program period	enrollment & deposit deadline
Spring Break	15 December
Maymester / Summer	1 March
Winter Break	1 September

Chapter 8: Travel Arrangements & Visas

Travel Arrangements

The program leader needs to decide early in the planning process if travel (airfare, ground transportation, transportation at the program site) will or will not be arranged for the program participants and included in the program fee. There are various aspects of the program to consider when making this decision.

Option 1: travel not included. If the program will be located in one spot for the entire duration, it may be advisable to allow participants to make their own arrangements for traveling to and from the program site. Participants then have the flexibility to leave early, stay longer, use frequent flyer miles and generally be independent.

Option 2: travel included. If the program will have multiple stops, housing in hotels, several different methods of transportation and is short in duration OR if it is important that the group be together at all times, it is advisable to include the travel arrangements in the program fee. Work with a program provider or travel agency to purchase group airline tickets, reserve hotel rooms and book local transportation at reduced rates.

Option 3: group travel outside the budget. If you'd like your group to have the option of a group flight but do not want to include it in the budget, we recommend that you work with student travel agencies such as Student Universe to make those arrangements.

If the leader chooses to include travel arrangements in the program fee, the best practice is to obtain at least three bids for the travel costs from provider organizations or travel agencies. Please consult your business manager for instructions on gathering bids.

Visas

If the program or any stop during the program will take place in a country that requires entry visas, it is up to the program leader to learn about the process of obtaining visas. Please check the foreign entry requirements on the Travel.State.Gov website. You should also contact the program specific consulate for additional information about visa procurement. The Study Abroad Office does not make arrangements for students or groups to get entry visas. Program leaders need to learn about the process so that they can either procure the required visas for the entire group or inform the program participants of the process.

Purdue students who are not U.S. citizens could be participating in your program. Be sure to inquire if any of your participants are not U.S. citizens and remind them that they need to inform themselves about the visa policies for the country or countries where the program will take place. It's the responsibility of the student to get an entry visa if one is necessary. Students may find supporting documents on their My Study Abroad page that will be helpful in obtaining their visa, however, any accommodation information required must be provided by the department.

Visas may be secured directly from the Consulate of the country students will be traveling to. Departments or students are also welcome to use a visa service provider of choice. Purdue has a discount agreement with CIBT Visa that may be utilized; you must log in with the following link to obtain the discount: https://cibtvisas.com/103617

Other required documents

Some countries do not require U.S. citizens to procure an entry visa in advance. In such cases, the governments of these countries may require certain documents (statements, photographs, etc.) be presented at the border (or airport). Program leaders must research this so that they can provide the information or the document itself to the program participants.

Chapter 9: Recruiting Participants

Leaders need to decide how to publicize the program in order to attract at least the minimum number of students and prevent the program from being cancelled. It is useful to create a marketing plan to outline the various methods to identify students interested in enrolling in the program. Be sure to specify how your program's courses may meet any major, minor, or requirements.

It's quite important to create the program's page on the study abroad website; refer to Chapter 7 of this manual for more information about this. Many Purdue students come to the Study Abroad Office with no idea what kind of a program will work for them. Our study abroad advisors use the complete list of courses to introduce these students to overseas study possibilities. If the information about your program is not enticing or complete, these students will probably not choose yours.

In addition to the program's study abroad website, various media outlets may be used to promote the program:

- department-wide Communications   - targeted classroom visits
- building TV screens   - informational tables
- PowerPoint presentations   - television and radio
- Printed flyers   - Purdue Today
- Informational sessions -   - emails to targeted students or advisors

Responsibility for marketing a program belongs to the leader. However, the Study Abroad Office staff can assist leaders with adding information about departmental programs to its ongoing promotional activities. The Study Abroad Office staff can assist leaders with templates for power point presentations, advice on the preparation of brochures and their distribution, and how to arrange for callouts, classroom visits and other media outlets.

As of summer 2021 all program leaders are expected to contribute to the Equity in Recruitment Initiative by developing strategies to recruit students of color.

Including Non-Purdue Students

Students from other universities are eligible to participate in Purdue University Departmental Study Abroad programs if permission is given by the home institution as well as Purdue unit administering the program. If approved, then students would need to apply to Purdue as non-degree students for the term and register/enroll for the program in a timely manner.

Including Students from Purdue Regional Campuses

Undergraduates from Purdue's regional campuses may participate. If you wish to include a participant from one of these campuses, email Paula Memmer (pmemmer1@purdue.edu) to enroll the student and request admission to the Purdue West Lafayette campus. Once the student is informed of admission, they must set up a Purdue account, the Study Abroad Office will register the student for the SA course number via MyPurdue. Regional students will need to inquire with their home campus Financial Aid Office if they wish to receive aid for the program. Students should also be advised to let their home campus Study Abroad Office know around the time of their application.

Purdue Indianapolis

Students from Purdue Indianapolis will have access to all Purdue West Lafayette program offerings and will have the ability to register without transfer process.

Chapter 10: Enrollment, Application and Course Registration

Leaders and all others involved in the administration of departmental study abroad programs need to be aware that the Purdue Study Abroad Office maintains a computer system and data base that is entirely separate from the Purdue University centralized record-keeping system (BANNER). Program participant must complete two separate steps:

*Enroll = enter personal information into the study abroad data system, which creates a *My Study Abroad Page* for each participant

**Register = complete course registration for the appropriate SA course number in the Purdue registration system (BANNER). The Study Abroad Office will complete the registration process for students. It is the responsibility of the student to verify and confirm registration.

*Enrollment and My Study Abroad

Students need to enroll for the program in the study abroad system. As Purdue students express interest in a program, leaders should instruct them to **enroll online** by going to the program's web page and follow the link "Click here to enroll in this program!" From there, the students will need to log in using their regular Purdue user names and passwords, and answer a few questions:

- name of academic advisor
- date of birth
- email address
- emergency contact information

After Purdue West Lafayette students complete the on-line enrollment, they will have access to an individualized web page called **_My Study Abroad._** This page provides them with information about the rest of the administrative steps and access to the mandatory forms that will need to be downloaded, filled out and returned to the program leader before the start of the program.

Student application

Students are listed in applied status on their My Study abroad page after enrollment. Academic information is downloaded into the study abroad system within 24 hours of application completion. Students will be requested to upload a copy of their passport (or proof of application) along with a photo.

If a student is on academic probation, they cannot participate in a departmental study abroad program unless an exception is requested by the administering department.

Requiring a copy of a passport prevents any last-minute surprises, such as discovering a participant doesn't have a passport shortly before the departure date or that the participant is not a U.S. citizen and requires a visa to enter the country where the program is being held. If a student doesn't have a passport, an alternative is a photocopy of the passport application receipt showing that the student has applied for a passport.

The department. /program leader is welcome to require additional application materials that will be helpful in the selection process. the application procedure must be outlined on the program's web page. Students need to know
- what the application consists of (form, essay, letters of recommendation, transcript)
- what criteria will be used
- where the application should be submitted
- when the application is due
- how and when the applicants will be informed of the decision.

Program Leader Page

Leaders need to update the enrollment information on the *Program Leader Page*. Once students are enrolled, program leaders will be able to "accept" them into the program, send group emails and monitor the progress of the program.

It is crucial for leaders to keep the list of participants completely accurate. Students will not be considered participants until they are listed as accepted. The listing for students who cancel must be changed to *withdrawn*. This list needs to be kept up-to-date by the program leader.

Participants will not be registered for the course if they are not listed as *accepted*. This list is also the basis for the decision about program viability, travel grant applications, and for the safety and security of the participants. In the event of an emergency, the Study Abroad Office will refer to this list as the **definitive list of participants**. Therefore, it must have a completely accurate record of participants so family members can be reached at all times.

**Course Registration in the Purdue System

Students who have been accepted for the program by the leader will be registered for the program via the Study Abroad Office.

1. Students must agree to registration permissions via the study abroad application process.
2. If students are over the standard credit limit for the term, the student abroad office will adjust the credit limit.
3. The Study Abroad Office will register the student for the appropriate SA course number and CRN.
4. Students must verify and confirm registration.

Study abroad registrations are typically completed during "open registration" period. Leaders and the program participants need to be aware of the following points:

- A study abroad course number (SA #####) is provided to the leader when they are informed of the program approval.
- Participants will be registered for this course number ONLY, not for a department course number in addition to the "SA" number. The only exceptions to this are "embedded" study abroad programs. Students in embedded programs will be registered for both the department semester course and the assigned "SA" number for the program.
- After participants are registered for the "SA" course number, they will be billed for the fees that were listed in the program's rate request. This is the only way fees can be collected from the participants and then transferred to the program's account.
- At the start of the following term, the "SA" course number will be replaced by the department course numbers that were listed on the program approval form.
- Students who fail to confirm their registration and are dropped form the course may incur of **$200 late fee** to re-register.

To verify enrollments in the program, the business office should periodically check with the academic advisor in their areas. Many programs should require early enrollment. Typically, travel agents will require deposits or payment of expenses, which are only partially refundable after a determined date. If enrollment

is not sufficient to generate the revenue needed to run the program, it may be necessary to cancel the course (see Chapter 14) before the deposits to vendors are lost.

Finally, you should communicate to students that this SA course is a "placeholder" and appears as "satisfactory/unsatisfactory" in registration. Students will earn letter grades for the program. Once the program has been completed, the SA course will be replaced with the academic credit as listed on your program proposal.

Chapter 11: Collecting Deposits

It is highly advisable to collect non-refundable deposits from the students accepted into the program to act as a deterrent to casual enrollment and cancellation. In some cases, if enrollment is low or close to the minimum, leaders will need to consider only those who have paid a deposit when deciding on the viability of the program.

If the program is being handled by a travel agency or a program provider (i.e. ACCENT, CAPA, FIE, IES), the deposits equal any per-student deposits that the program needs to submit to these vendors before the start of the program. Most contracts with agencies or providers include cancellation policies that need to be coordinated with the program's budget and published policies.

Deposits are collected online using TouchNet. Student may log into their MyPurdue and pay the deposit in $500 increments: Instructions for Online Deposit. Students should sign and return the Participation/Cancellation form to the department along with the receipt of deposit payment.

There is a Cognos report available to check study abroad deposits: Team content>Student-PWL>Shared Content (Departmental Support)>Bursar>Study Abroad Deposits. Please note that user must have access to student data in order to view the report. How to request access: https://www.purdue.edu/bicc/tools/cognos/access.php

The deposit is credited to each student's account. If a student cancels enrollment in the program, the department business office will need to communicate with the Bursar regarding account transfer information – see Chapter 13. Only if the University chooses to cancel the program, is the deposit returned to the student.

Chapter 12: Scholarship Process

Purdue Moves Short Term Scholarships will be credited by the Study Abroad Office. Students must apply for the scholarship via their My Study Abroad page. Those that are eligible, will receive notification from the Study Abroad Office. Funds will be credited directly to the student Bursar account and pay toward overall fees.

Chapter 13: Student Withdraw

If a student withdraws from an SA course:

- Program leader marks student as withdrawn in the study abroad database on Program Leader Page
- Student logs into My Purdue and drops the SA course number from registration
- If the student paid a deposit, the program leader will need to email Glenda Smith glsmith@purdue.edu in the Bursar Office. Notify her that the student has withdrawn and where the deposit will need to be forwarded. Provide the following information:
    - -Student name
    - -PUID
    - -Program name
    - -Term of program
    - -Account number where the deposit will need to be forwarded
- If the cancelation policy is in effect: Program leader will submit a memo to the business manager including the following information:
    - -Student name PUID
    - -Program name
    - -Program account number
    - -Amount the student needs to be billed (per cancelation policy)
    - -Copy of the participation/cancelation form signed by the student
- Business managers will need to bill the student for the amount outlined in the cancellation policy if they have access. If not, a request to bill the student along with a signed cancellation policy should be sent to Michelle Fulk (mfulk@purdue.edu), Associate Bursar. A hold will be placed on the student transcript until the bill is paid in full.

* Please copy Paula Memmer, pmemmer1@purdue.edu on correspondence with Bursar regarding all penalty fees.

Please note: If the SA number is the only course the student is enrolled in for the term, the student will need to contact the Dean of Students Office to have the course removed from their record.

Chapter 14: Program Viability

The leader and business manager for each program need to set a deadline in order to make an informed decision about whether the program can actually take place or not. The enrollment and deposit deadline should be set before any deadlines for payments to a program provider or travel agency. Leaders would not want to make such a payment if there were not the required number of committed participants to at least break even financially.

Only students who have submitted a signed participation/cancellation form with a deposit should be considered participants, i.e., committed to the program.

Enrollment Deadline

Applicants should submit the participation/cancellation form and deposit by the recommended deadlines below.

program period	enrollment & deposit deadline
Spring Break	15 December
Maymester / Summer	1 March
Winter Break	1 September

If the budgeted number of students or more has submitted deposits, the leader can proceed with the program. They should confirm the arrangements with the program provider or travel agency (if applicable) and inform the students that the program will take place.

If the enrollment is less than the number budgeted, the leader and business manager need to determine if there is any way for the program to take place. In some cases, adjustments to the budget may result in lower costs so that fewer students are needed. However, the **program fee cannot be changed** once the rate request has been approved.

Cancelling a Program

If it is necessary to cancel the program, the leader needs to immediately inform:

- the Study Abroad Departmental Program Manager
- all students who have enrolled in the program
- travel agencies, providers, overseas partners, others involved in the program

The Study Abroad Office will notify the Director of Business Managers, the Bursar, Registrar and Financial Aid Office of the cancellation. **Please note that once a program is cancelled it cannot be re-established until the following academic term.**

Chapter 15: Pre-departure Tasks

Faculty Orientation

Program leaders will be invited to a faculty orientation by the Director of Study Abroad, usually scheduled early in the spring semester. Attendance at this meeting is **mandatory**, even for repeat program leaders.

Faculty Travel Forms

Program leaders and co-leaders need to work with their business office to ensure the appropriate requests have been completed in Concur prior to travel. The business office will also need to request a procurement card before departure to be utilized for budgeted program expenses.

Emergency Medical Coverage (Business Manager)

International Travel

Business Managers for the program need to order the emergency medical coverage **one month before departure**. Business offices must order emergency medical coverage for all participants on departmental programs by completing the Request for Study Abroad Insurance Coverage (RM23) and submitting it to Risk Management prior to the start of the program. The Program Leader is able to print a complete list including all participants' names, PUID, and birthdates from the program leader page to assist with this process. The account information to which the insurance will be charged also needs to be included. This coverage should be purchased for the actual program dates. Cost of coverage is $32 per month (1-35 days).

After coverage has been ordered, Risk Management will send the business manager the insurance pamphlets that detail the coverage and an insurance card. These should be distributed to each student before departure. Program Leaders need to inform the student that their insurance includes travel assistance services (for evacuations related to natural disasters, medical needs, or political uprisings).

Domestic Travel

Business offices must order field trip insurance for all participants on domestic programs by completing the RM05 and submitting it to Risk Management one month prior to the start of the program. Coverage costs is .45 per day.

More information regarding both International and Field Trip Insurance coverage may be found on the Insurance Matters study abroad page.

Note that this is only medical coverage for both international and domestic programming. There is no liability insurance provided for program participants. Leaders should encourage participants to consult with their parents about the need for liability insurance. It may be covered by the parents' homeowner's insurance.

The international insurance has very minimal trip cancellation insurance. Students may purchase additional trip cancellation insurance online or from any travel agent.

Student Pre-departure Meeting

Leaders are required to schedule a pre-departure meeting for program participants. Study Abroad Office staff members are available to attend the pre-departure meeting and share in the presentation of some of the topics listed below. Email Paula Memmer (pmemmer1@purdue.edu) if you would like to arrange for a staff member to attend the student pre-departure meeting.

The following topics should be covered:
- destination information
- language preparation, if necessary
- personal finances
- travel documents
- communication plan
- cultural sensitivity
- academic work
- culture stress
- personal conduct, including information about alcohol consumption, drug abuse, and sex
- health and emergency medical insurance
- safety

Mandatory Program Forms

Forms listed below are due at the Study Abroad Office no later than <u>one month before</u> the official start date of the program.

- **Program Itinerary:** The leader must submit a <u>comprehensive</u> itinerary that shows contact addresses and telephone numbers at all times. If the program will be in a single location, the information about the one site is all that is needed. If the program will move from city to city, addresses and telephone numbers for each stop should be listed. There is no prescribed form for this.
- **Emergency Procedures Form:** The Study Abroad Office needs to know how leaders plan to handle emergency situations that might arise during an overseas program. Emergency response procedures should be provided to program participants at the pre-departure meeting and a copy of the instructions should be sent to the study abroad office. Leaders should prepare instructions for students including a) how the leader will contact students in an emergency, b) the mode of transportation to a meeting place, and c) what personal items students must be sure to bring. This is an electronic form that can be accessed, filled out, and submitted via the program leader page.
- **Order confirmation for insurance** The leader will need to confirm via their program leader page that they have worked with their business office to ensure insurance has been ordered for all participant.
- **STEP registration Program** Program leader should confirm that that they have enrolled their travel via the STEP website and informed students to complete this step as well.

Mandatory Student Forms

Students must submit their forms on their *My Study Abroad Page*. Program Leaders may view and print these forms from their program leader page. These forms must be completed no later than **one month before the start of the program**.

All forms should be read, signed and submitted via students' My Study Abroad page:

1. Statement of Responsibility: This statement outlines the personal conduct and academic responsibilities of the participants and releases Purdue University and the program leader from

liability. Students should not be allowed to participate unless this form is signed. This form is typically signed electronically via DocuSign and electronically routed to the study abroad office to attach to student records.

2. Medical Information Form: This form allows participants to report their personal medical history and their current medical condition. It does <u>not</u> require a physician's signature unless the participant is being treated currently for a chronic medical condition. Students should not be allowed to participate in the program unless this completed form is returned to the program leader. This form is now filled out electronically via a student's My Study Abroad page.

3. Passport Copy: Students must submit passport copies. If students submit a receipt for proof of application, they will be able to upload the passport copy once received.

4. Information Release Form: The Study Abroad Office cannot release any personal information about program participants to anyone unless they complete this form. Participants should complete this form electronically on their *My Study Abroad Page*.

5. **U.S. State Department Registration:** https://step.state.gov/step/ STEP (Smart Traveler Enrollment Program) allows travelers to enter information so that the Department of State can better assist you in an emergency.

Program leaders are responsible to make sure that all of their program participants complete these forms

Chapter 16: Discipline, Safety and Security

Discipline

Leaders should attempt to handle any disciplinary problems that occur with the program participants as soon as they take place. However, if a student exhibits dangerous behavior of any kind, the leader is advised to report this to the Study Abroad Office and the Office of the Dean of Students immediately. The leader should feel comfortable using the ODOS Student of Concern Report and the Title IX reporting page even while abroad. The Study Abroad Office staff will work with the Office of the Dean of Students (ODOS) to assist the leader with each particular situation.

Students should be reminded of the Statement of Responsibility that they signed, which outlines a code of personal conduct. In some cases, the student may not change her/his behavior after a first warning. This should be reported to the Study Abroad Office and ODOS. In some cases a written warning may be required. A sample written warning may be of help to leaders who are faced with this kind of problem.

Faculty should review the Best Practices document prepared by the Risk Management unit prior to taking students abroad.

Handling emergencies

Purdue University is committed to developing a wide variety of international opportunities for its students. At the same time, we recognize that there are times and places where personal security issues may outweigh the advantages of exposure to international experiences; therefore, we have developed a very careful and considered approach to the safety of our students. This includes careful monitoring of U.S. Department of State travel advisories and public announcements.

If there is an emergency, the leader should handle the immediate needs of the student or students by working with on-site medical facilities, law enforcement and the staff of the provider organization (if available). If the leader needs assistance from Purdue University to accomplish this, they should telephone the Study Abroad Office at **765-494-2383** during weekday business hours (Eastern Time zone). At other times, telephone the Purdue Police Department at **765-494-8221**, and the police will in turn reach appropriate study abroad staff.

Emergency Procedures for Faculty Leaders document is always available via program leader pages.

Emergency Procedures

In preparation for emergencies, the Study Abroad Office requests program leaders to complete an Emergency Procedures Form. Leaders need to consider how they will handle emergency situations that might arise during an overseas program. This form is due in the Study Abroad Office along with a final itinerary, at least **one month prior** to the start of the program.

In the case of severe, world-wide emergency situations, Purdue University has implemented an emergency preparedness and crisis response plan. This plan calls for leaders to work with the Director of Study Abroad, Assistant Vice President of Global Partnerships and Programs, Office of the Dean of Students, and ultimately the Provost and President of Purdue University.

State Department Information

The United States Department of State has developed a set of reports designed to inform travelers of potential risks. Travel Advisories (see https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html/ are issued when long-term, protracted conditions that make a country dangerous or unstable lead the State Department to recommend that Americans avoid or consider the risk of travel to that country. They are also issued to disseminate information about short-term conditions, either transnational or within a particular country, that pose significant risks to the security of U.S. citizens such as natural disasters, terrorist attacks, coups, anniversaries of terrorist events, election-related demonstrations or violence, and high-profile events such as international conferences or regional sports events.

The U.S. Department of State also maintains a page about services for and handling emergencies abroad which can be accessed here: https://travel.state.gov/content/travel/en/international-travel/emergencies.html

Driving While Abroad

Faculty should make use of public transportation whenever possible and refrain from renting vehicles to transport participants; hire vehicles from appropriately licensed and insured companies where necessary. However, if a car is rented, the leader will need to purchase full coverage, including both physical damage and full liability from the rental agency.

Student and Volunteer drivers are allowed to operate a vehicle on university business while within the United States or Canada only. Student and Volunteer drivers may not operate a vehicle on university business or for any other university purpose in any other country. Students should be discouraged to rent a car, Vespa, or any other mode of motor vehicle travel for personal reasons during the program.

Please see related website for more information:
http://www.purdue.edu/policies/facilities-safety/iva1.html

Chapter 17: Processing Program Expenses
(Business Manager)

Expenses for study abroad programs can vary widely. Here are some helpful hints for processing program expenses.

1. Travel arrangements should be made as far in advance as possible.
2. Wire transfers, ACH transfers, and credit card payments are encouraged when possible. This will greatly streamline the payment of expenses.
3. Establish a credit card for the program leader so that expenses abroad may be paid via credit card. This will reduce the amount of cash that the program leader must carry.
4. Discuss methods for processing expenses with experienced staff in the Study Abroad Office.
5. When paying for expenses, please be sure to thoroughly document and analyze the expenses. This holds true regardless of the method of payment (wire transfers, credit card payment, or invoice voucher). Following are some examples of common problems:
   - When paying for housing, verify that the rooms being billed are accurate. Compare the number of students attending the program with the number of rooms on the bill. If there are extra rooms being billed, be sure to explain why extra rooms were needed.
   - b) Occasionally, small establishments will send an informal email with a request for payment. When you cannot obtain a formal invoice from a company, verify that the billing information is correct and attach a copy of the cost sheet or budget page illustrating the budgeted expense.

Chapter 18: Account Management
(Business Manager)

Bills

The program leader and the business manager are responsible for paying any outstanding bills for services connected to the administration of the program. If funds remain in the program account after all expenses have been paid, these funds may be used to administer the same program or a similar program in the future.

A. Reconciliation of Revenue

Program fees will be deposited into the departmental account to fund expenses for the study abroad program.

After each enrollment period, the department should verify that the revenue from all participants was transferred to the departmental account.

B. Program Profit or Loss

After a program concludes and all expenses have been posted to the general ledger, the department should review the financial status of the program account. While the goal is to accurately charge students for actual expenses, study abroad programs typically end up with either small positive or negative cash balances.

Excess Funds in a Program Account
Positive balances may be left in the program account to fund future programs.

Overdrafts in a Program Account
Overdrafts should be covered from departmental funds by providing a subsidy to the account.

Chapter 19: Credits and grades

The SA course is a "placeholder" and appears as "satisfactory/unsatisfactory" in registration. Students <u>will</u> earn letter grades for the program. Once the program has been completed, the SA course will be replaced with the academic credit as listed on your program proposal.

Program leaders submit grades to the Study Abroad Office via the program leader page. After the program is over:

1. Log into the Program Leader page via the study abroad website.
2. Under the "Grade Submission" header, you will click on the "Enter Final Grades" tab.
3. A list of your accepted students will be displayed. Choose the appropriate course (s) for each student (these are the courses that were submitted on the approval form) and enter the grade.
4. You may save your work and finish it later by clicking the "Save Grades" tab at the bottom of the page.
5. Once you have finalized all grades, click on the "Final Grade Submit" tab at the bottom of the page and the system will notify the Study Abroad Office that your grades are complete.
6. SA will work with the Registrar's Office for final posting to the student transcript.

Please note, that once the "Final Submit" tab has been activated, program leaders will be unable to make changes. Contact the Faculty Program Coordinator for any revisions.

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The Registrar will remove the *SA* course number from each student's record and replace it with a department course number, course title, credit hours and the grade earned. Since this must be done manually, one student at a time, it may take several weeks. Please ask program participants to be patient. Until the grades are posted, the SA number will appear with the grade "SI" on student academic records as the grade for the *SA* course number.

Leaders should inform the Study Abroad Office about any special cases, such as graduation candidates. The study abroad staff can plan to have the grades for these students posted first.

Due dates

Grades are due 2 weeks after the program end date. Grade extensions may be requested for programs that have assignments due after the end date of travel.

Chapter 20: Course Evaluations

Purdue course evaluations will be sent to program participants online via The Center for Instructional Excellence. Students are surveyed according to the university calendar. This means that students are sometimes asked to evaluate the course before it has ended or several weeks past their return home.

The program leader is designated as the "Instructor of Record" and will be considered on all evaluations. Additional instructors may be evaluated, although they must appear in BANNER as an instructor. To add instructors, please contact Study Abroad Schedule Deputy Paula Memmer, pmemmer1@purdue.edu.

Course evaluations consist of the following questions:
http://www.studyabroad.purdue.edu/resource/SACourseEvaluationsQuestions.pdf. Additional specific questions may be added via email to Paula Memmer (pmemmer1@purdue.edu) no later than:

Summer: May 1
Spring: January 15
Fall: September 1

Faculty will receive an automated email once results have been released. Access may be obtained through the CourseEval site, https://www.purdue.edu/idp/courseevaluations/CE_Faculty.html, and logging in with your career account and password.