

## Study Abroad Program Approval, Review and Fiscal Guidelines

1. All courses or programs that have an on-site international component must apply for approval through the Study Abroad Subcommittee of the International Education Committee. Course approval will be based upon completion of the program proposal as well as the following:
  - a. All courses are required to meet SACS standards and must include a tentative itinerary, learning outcomes and assessment procedures;
  - b. All programs and courses must include a contract, handbook or document(s) that addresses the following:
    - i. Student conduct and behavior;
    - ii. Safety issues;
    - iii. Faculty obligations and expectations;
    - iv. Required and optional expectations for the students; and
    - v. Expenses not covered by the fees paid prior to departure (Some of the issues above can be covered in the syllabus/itinerary).
  - c. Faculty in charge must provide information about course objectives and on-site living conditions to all students prior to students enrolling in a program. This can either be in the form of a student interview, group meetings or program information such as a brochure and application form.
2. Each study abroad program will have students complete study abroad program evaluations. These evaluations can be completed electronically through the link provided by the Center for Global Engagement or, if that is not possible, paper forms will be provided.
  - a. Students complete the program evaluations; if paper, the evaluations are sealed in an envelope with the full name of the program on the outside of the envelope and delivered or mailed by a pre-selected student to the Center for Global Engagement (CGE). This ensures that the faculty member does not handle the evaluations;
  - b. Study abroad program evaluations will be read by the director of CGE and scores will be compiled from the numerically ranked questions to allow the director to discern trends in the programs;
  - c. Copies of the study abroad program evaluations and comments by the CGE director will be provided to each program director and/or instructor after final grades are submitted for the course; and
  - d. If the program or site director agrees with the CGE director's recommendations, then no further action is required beyond those recommendations. If the faculty member disagrees with the recommendations, then the matter is referred to the study abroad subcommittee
3. If a non-academic problem or concern is referred to the Study Abroad Subcommittee, members of the subcommittee will meet to review the study abroad program evaluations.
  - a. Recommendations by the subcommittee will be made and dealt with on a case by case basis.
    - i. The subcommittee members will meet with the faculty member in charge of the course or program to seek to resolve the issues;
    - ii. If issues remain unresolved, the subcommittee will meet with the department chair responsible for the course;
    - iii. If issues are still unresolved, the subcommittee will address their concerns to the Dean of the College responsible for the course; and
    - iv. If the issues remain unresolved, the final step will be for the subcommittee to bring its concerns to the VPAA.
  - b. The director of CGE and program or site director can be involved at any or all of the above steps.
4. Beginning fall 2007 no CSU program directors will collect program payments from students. All payments will be made through the CGE and then to the Bursar's Office.
5. All programs will operate through CSU departmental sales & service accounts managed by the CSU Office of Business and Finance, rather than through CSU Foundation accounts or any non-CSU accounts.
6. The CGE will request appropriate new departmental sales & service accounts as needed.