

University-Wide Study Away Policies

POLICY	PURPOSE	ELEMENTS OF POLICY
Study Away Programs Mission Statement	Defines overall mission of Study Away Programs	<p>Study Away programs that are sponsored by or approved by Missouri State University directly support the University's mission of developing educated persons who are contributing citizens in an increasingly global society. Programs should ensure the following:</p> <ul style="list-style-type: none"> • <u>Academic Integrity</u>: The International Education Committee (or its successor) oversees and approves academically and culturally enriching, financially neutral short term programs. • <u>Cultural Integration</u>: The course syllabus includes academic content relating to the host country, culture, economy, and history. • <u>Safety and Security of Participants</u>: The Faculty Leader is responsible for identifying potential safety and security issues by utilizing the Safety Checklist developed by the Study Away Office and communicating known risks to the participants. Any Study Away programs that are in regions where a U.S. Department of State Travel Warning is in effect will require adherence to the Missouri State University Travel Warning Policy. Emergency preparedness protocols must be communicated and followed for all programs. • <u>Student Needs</u>: MSU has the goal of enriching and increasing the number of students who study away each year. In addition, the Study Away Office and the Faculty Sponsor provide direct support to each individual student. • <u>Good Stewardship of Student Funds</u>: Short term Study Away programs are intended to be financially neutral, and each participant will bear equal costs. Faculty Leaders should exercise sound financial stewardship of funds and ensure full transparency in reporting costs and in reporting any complimentary goods or services. Any potential conflict of interest between Faculty Leader and a vendor should be addressed with the Study Away Office.
Study Away Program Approval Policy	Defines process for approving Study Away Programs	<p>All Study Away programs that involve student participants who earn academic credit from another international institution, or who earn academic credit by participating in a short-term (less than either fall or spring semester) Missouri State University faculty-led program, must be approved by the International Education Committee (or its successor).</p> <p>The International Education Committee (or its successor) is a standing University committee composed of single members from each academic college, the Office of the</p>

		Provost, the Executive Director of the International Center, the Global Studies Program Director and the Director of Study Away Programs. This committee meets three times each semester.
Faculty Responsibilities for Proposal of Study Away Programs	Defines faculty responsibilities for Short-Term Study Away programs	<p>By definition, a Short-Term Study Away program is a faculty-led program that (1) is shorter than either the fall or spring semesters, (2) has an international travel component, and (3) offers students the opportunity to earn academic credit in a specific department.</p> <p>Faculty members will put forth their proposal using the Faculty-Led Short Term Program Proposal (available on the Study Away website). The proposal must be approved by the faculty member's department head and dean prior to submission to Study Away Programs. Salary for teaching the academic portion of the Study Away program will be derived from the academic fee students pay to Missouri State University. Using the intersession formula for figuring salaries/benefits, faculty members will be able to determine how many students will be required to participate in order to cover the total salary/benefit costs (financially neutral status). The formula is posted on the Study Away website.</p>
Eligible Participants	Defines eligible student participants and related costs	It is the policy of the Study Away Office that all student participants are enrolled in good standing with the University. Study Away Programs require a GPA of at least 2.5. A complete Study Away eligibility chart is posted on the Study Away website. If the student is registered for the program, all costs (including tuition) will be incurred by the student. If the participant does not wish to take the trip for credit, he or she must enroll as a non-degree seeking student, and will incur all costs with exception of tuition.
	Defines eligible guests (non students) of faculty sponsors and related costs	A Faculty Leader may have eligible guest(s) participating on the trip. An eligible guest may be an adult or dependent family member. The dependent must be no younger than age 11. The eligible guest's costs will be defined as any costs that the guest incurs, excluding tuition. Costs will be billed directly to the faculty sponsor's University account only if the account balance is less than \$200. Family members participating in educational components of the program, i.e., tours, museum visits, speakers, will be billed for their portion of the program's educational component. Any guest under the age of 18 must have the appropriate participation waivers signed by both parents or the

		parent with sole legal custody.
	Defines Faculty Leader(s) and related costs	The Faculty Leader is the instructor of record for the trip. For certain trips, there may be an additional instructor. All costs of food and lodging, program activities, and travel will be included in the overall costs of the trip. No personal costs will be reimbursed by the University. Each instructor shall be entitled to his or her own room.
	Defines other guests or participants not addressed above	Any additional participant(s) or guest(s) not included above may participate in the program with approval by the Office of the Provost. A guest must pay all program costs but is not required to pay tuition fees unless the guest wishes to receive academic credit. Under no conditions should any student or guest receive favorable or unfavorable financial treatment for costs of the Study Away program.
Written Proposal and Trip Approval	Defines written proposal and approval of trip <i>8-12 months prior to departure</i>	Once the faculty sponsor receives proposal approval of the proposal from the department chair and dean, the proposal will then be forwarded to Study Away Programs for International Education Committee (or its successor) review. The IEC will suggest any modifications (i.e. budget, itinerary, etc.), and either approve it or return the proposal to the faculty member for revisions (refer to Study Away Format and Guidelines).
Initial Student Selection	Defines Initial Student Selection requirements <i>8-12 months prior to departure</i>	All program participants on the Study Away Program must be enrolled students at Missouri State University—or other categories of participants as defined in the Eligible Participants Policy—and must be approved by the Faculty Leader for acceptance into the program. All student participants will be screened additionally by the Missouri State University Office of Judicial Affairs for any pending disciplinary actions. All participants must be in good standing with the University. (The exception to this is when a Faculty Leader(s) has a guest(s) participating that is billed on the Faculty Leader's University account.)
Risk Management	Defines risk management issues <i>8-12 months prior to departure</i>	If a Short-Term Study Away trip is approved for an exception location, or other exceptional risks are identified by the Study Away Office, General Counsel shall be consulted to determine whether additional documents should be required of participants or whether other steps to reduce risks to the university and the participants should be taken. Missouri State University's Travel Warning Countries Policy is posted on

		the Study Away website.
Faculty Leader Training/Security Awareness	Defines Faculty Leader training protocol <i>2-6 months prior to departure</i>	The Study Away Office ensures that a meeting or training is provided to prepare the Faculty Leader in protocol for emergency preparedness, health and safety, and financial procedures. Faculty Leader prepares a Contingency Plan. Faculty Leader signs/confirms receipt of training. Record of attendance/meeting is on the Study Away Office checklist.
Contingency Plan	A contingency plan must be prepared by the Faculty Leader <i>1-6 months prior to departure</i>	Faculty Leader is directly responsible for a written contingency/emergency plan that is distributed to the trip participants. The contingency plan must be approved by the Study Away Office.
Marketing Plan	Marketing Plan is developed by the Faculty Leader <i>8-12 months prior to departure</i>	Brochures are made and marketing activities are planned, including at least one student informational meeting. Marketing plans must be approved by the Study Away office.
Program Brochures and Materials	Brochures and student applications are prepared by the Study Away Office <i>4-12 months prior to departure</i>	The Study Away Office ensures that brochures and flyers are in place and circulated, and student applications available. Critical policy statements regarding participation and cost are noted on brochures, as well as a timeline for non-refundable deposit. Student withdrawal policy requirements are stated on the program brochures.
Student Requirements	Student application and deposit are submitted <i>3-6 months prior to departure</i>	All students who participate in MSU Study Away programs must be in good academic standing and cleared for participation by the Office of Judicial Affairs. Each participant should understand that the cost of a Study Away program may be higher than the cost of attending Missouri State University's Springfield campus. Every effort will be made by the Study Away Office to inform participants of potential cost increases and resources for Financial Aid planning. The Student Application must be signed by the student and Faculty Leader. It is then processed, along with the required Student Deposit. A student application must be completed for all participants, including Faculty Leader's

		guest. Any participant under the age of 16 must be accompanied by an adult at all times.
Non-Student Applications	Received by non-degree seeking students who are then assigned a billing account <i>3-6 months prior to departure</i>	The Non-Student Application (signed by the participant and Faculty Leader) is received and processed, along with the non-refundable deposit. Study Away Office deposits with the Bursar and retains the record in trip file.
Student Waivers of Indemnification	Participants must sign Waiver of Indemnification <i>1-6 months prior to departure</i>	Faculty Leader has approved participating students. Every student/participant is required to sign a Waiver of Indemnification, waiving certain rights, and should acknowledge receipt of the Study Away student handbook. Original Waivers are sent to the Study Away Office.
Passports	Passports must be obtained by all students and faculty participating on trip <i>1-6 months prior to departure</i>	At time of application, students and faculty are responsible for obtaining their own passports.
Medical Insurance	All student participants are required to carry University approved insurance	All student participants are required to carry University approved insurance to cover student medical insurance and political and natural disaster evacuation for the time they are enrolled in an academic program abroad. Students will be billed for insurance coverage based on the length of time abroad enrolled in an academic program. Students participating on domestic Study Away programs will not be required to carry University approved insurance if the student shows proof of domestic insurance coverage.
Flight Reservations	Faculty Leader instructs students on billing for airfare (or approves independent booking for students) <i>1-4 months prior to departure</i>	Students are billed for airline fares for group travel (at request of Study Away Office to Financial Services).
Student Pre-Departure Orientation	Students are advised as to final trip preparation	The Faculty Leader is responsible for holding a pre-departure orientation for students to be advised as to trip preparation requirements such as passport, visa acquisition, course

	<p><i>1-3 months prior to departure</i></p>	<p>approvals, required inoculations, safety, and contingency plan. Study Away staff will participate as requested.</p> <p>All students taking the trip must sign a form confirming that they have no health condition that will impact participation in the study abroad program (signed Statement of Responsibility, Release, and Waiver of Liability & Hold Harmless Agreement).</p> <p>Students are informed that a basic health insurance policy is required and will be provided. Students are informed that the University has the right to expel any student from the program at its sole discretion should it deem the student's behavior impedes or obstructs the program, with all incurred costs paid by the student.</p>
<p>US Department of State Notification</p>	<p>Notification of international student travel</p> <p><i>1-2 weeks prior to departure</i></p>	<p>Faculty Leader registers each student with the Department of State.</p>
<p>Conclusion of Program</p>	<p>Study Away Program takes place</p>	<p>Faculty Leader also provides the Study Away Office with a listing of all critical contacts. If an emergency situation occurs during the trip, the Study Away Office is to be immediately notified.</p>
<p>Student Evaluation</p>	<p>Students complete program evaluation</p> <p><i>1-2 months after conclusion of program</i></p>	<p>Students receive and complete evaluations to be submitted to the Study Away Office.</p>
<p>Program Costs</p>	<p>Defines program costs and trip financial feasibility based on costs and number of participants</p>	<p>Preliminary budget revenue and costs, and the number of eligible participants, are finalized.</p> <p>Budget includes all costs of the trip planned including cost of faculty (salary and supplemental), airfare, land transportation, room and board, and any other known costs for the trip and programs. Revenue includes all tuition (salary portion) and fees. Revenue is compared to costs. If the level of students is not enough to cover costs, the trip is not financially feasible for the University, and additional students must be</p>

		recruited to proceed or the program may be cancelled.
Billing and Credit Policy	Defines billing policy for participants of Study Away Programs	<p>Study Away trips are intended to be Financially Neutral.</p> <p>Given fluctuations in airfare and currency exchange, the current policy is that students may incur cost increases of up to 10% of the published program fees. If an increase in billing of more than 10% occurs, the student has the option of full return of deposit or other fees paid.</p> <p>Credit or Refund: Upon completion of the Study Away trip, the actual cost per student is recalculated by the Study Away Office. Any residual monies within the trip account after trip settlement must be recorded as a credit to students' accounts if the refund is more than \$100. Students who have no outstanding balance or are no longer enrolled with the University will be refunded directly if the refund is more than \$100. Refunds of less than \$100 will be transferred to an emergency evacuation fund. The Study Away Office will direct the credits and refunds through the Financial Services Office. Any credits or refunds should be identified to Financial Services within two months of the group's return to the United States.</p>
Written Budget	<p>Defines creation and approval of a program budget.</p> <p><i>8-12 months prior to departure</i></p>	The preliminary budget is documented by the Faculty Leader, and is approved by Study Away Programs and International Education Committee (or its successor). The Faculty Leader includes the preliminary budget with the Written Curricular Proposal. In creating the program budget, the cost of the instructor's expenses will be absorbed by the total number of participants (see online Study Away Format and Guidelines).
Final Budget	Study Away Programs ensures that Faculty Leader has updated Trip Budget, which includes updated program costs and finalized number of participants	<p>GO/NO GO decision for the trip is made. Appropriate notifications are made by Study Away Office if the trip is unable to proceed. Faculty Leader advises students of trip status. Travel is either planned within the budget (all participants travel together) or individual reservations may be made.</p> <p>If the level of student participation merits an additional instructor, actions are taken by</p>

	<i>1-2 months prior to departure</i>	the department to secure additional program staff, with additional costs included within the revised budget.
Faculty Leader Training/Fiscal Reporting Requirements	Faculty Leader receives training on policy requirements as necessary <i>1-6 months prior to departure</i>	The Study Away Office provides guidance to Faculty Leader regarding fiscal responsibility, trip expense reporting, and management of funds abroad. The Out of State Travel Authorization must be complete one month prior to faculty departure.
Trip Accounting	MSU Study Away Budget Account to be opened for each trip <i>6-12 months prior to departure</i>	A budget account for the specific Study Away trip will be opened by the Study Away Programs. Study Away Programs will deposit all program participant deposits, and direct Financial Services to bill student accounts for the balance of the program costs.
Billing to Students	Study Away Office requests billing to students <i>1-6 months prior to departure</i>	Students are billed by the Financial Services Office under the direction of Study Away Programs. Under no circumstances may Faculty Leader influence billings to students.
Monitoring of Payments	Student payments against billings are monitored by Study Away Office <i>0-1 month prior to departure</i>	Study Away Programs monitors participant payments and notifies Faculty Leader of any outstanding balances. (Access to student accounts or access to Financial Services by Study Away Programs is necessary for updates.)
Payment of All Fees	Students must pay all tuition and fees <i>2-4 weeks prior to departure</i>	Prior to departure of Study Away trips, students must pay all fees and tuition. If not, departure will be refused or delayed.
Pre-Departure Purchases	Addresses pre-departure purchases <i>0-6 months prior to departure</i>	It is generally prudent to secure pricing and reservations as much in advance of departure as possible in order to minimize the risk of currency fluctuations and vendor price increases after departure. The Study Away Office will work with the Faculty Leader

		to make pre-departure purchases on behalf of the program as necessary.
Post-Departure Purchases- Cash Advance	Addresses cash advance process for Faculty Leader and associated approvals <i>30 days prior to departure</i>	Study Away Programs follows University policy for cash advances found at: http://www.missouristate.edu/financialservices/23226.htm The cash advance form can be found at: http://apps.missouristate.edu/financialservices/Forms/Banner-CashAdvance.pdf
Trip Expense Report and Settlement of Cash Advance	Faculty Leader is required to complete necessary Trip Expense Report upon return <i>Within 30 days after conclusion of program</i>	The Faculty Leader completes Trip Expense Report and submits it to Study Away Programs for review and approval. All expenses over \$10 must be documented with appropriate receipts per the University's Travel Policy found at: http://www.missouristate.edu/financialservices/travelregulations.htm All Faculty Leaders must be familiar with this policy and the Fiscal Responsibility Policy concerning allowable expenditures and non-allowed expenditures. This information may be obtained at: http://www.missouristate.edu/financialservices/fiscalresponsibilitypolicy.htm Again, if complementary goods or services were provided during the trip—such as a free hotel room with a minimum number of rooms rented, free airfare, or other—the Faculty Leader must report these items on the trip Expense Report so that the program can be properly reconciled.
Review of Trip Expense Report	Study Away Office reviews and approves submitted expense report <i>Within 15 days of receipt of expense report</i>	All trip expenses are reviewed by the Accounting Specialist with adjustments made for disallowed expenses.
Final Trip Reconciliation	Study Away Office reconciles the trip	The Study Away Office prepares the final reconciliation of the following: Actual Revenue and Allowable Costs per the Trip Expense Report to budgeted and billed amounts.

	<i>30-60 days after receipt of expense report</i>	
Final Billing Adjustment to Students	Necessary adjustments made to student accounts <i>1-30 days after completion of Final Trip Reconciliation</i>	Credit or Refund: Based on actual reconciled amounts, the cost per student is recalculated by the Study Away Office. Any amount that is charged to students as a result of error or over budgeting must be recorded as a credit to the student's University account, or is refunded to students who have no outstanding balance or are no longer enrolled with the University. Study Away office will direct the credits/refunds through the Financial Services Office.
Account Analysis and Clearing	Trip accounts should be cleared to zero <i>Within 30 days of Final Trip Reconciliation</i>	Study Away Office should ensure timely and accurate analysis/reconciliation of trip accounts, which results in bringing the trip balance back to zero.
Trip Cancellation Policy	Defines guidelines and impact of cancellation by the University	If a Study Away program is cancelled by the University, full refunds will be made.
Student Withdrawal Policy	Defines terms regarding student withdrawal and refunds	Due to unforeseeable international currency exchange rate fluctuation, airline fees increases and/or administrative costs, Study Away may increase the cost of a program by up to 10 percent. An increase of up to 10 percent of the total program cost is not grounds to withdraw with a full refund. All notifications of withdrawal must be submitted in writing within 90 days of departure, or in accordance with the program brochure deadlines. Any withdrawals from the program by a student participant or a guest of the Faculty Leader must follow the withdrawal procedure. Each short-term program will have different dates advertised for withdrawals with refunds.