Dixie State College - Study Abroad Procedures

Definitions

- **Study Abroad** – Any number of arrangements by which DSC students complete part of their degree program through educational activities outside the United States.
- **Faculty-lead programs** – Short-term study abroad program in which a faculty member takes a group of DSC students to another country with the purpose of enhancing or offering a course that is unique to the location.
- **Direct enrollment/exchange programs** – DSC student is directly enrolled in a foreign university and takes classes side-by-side with local students. Typically student is attending for an entire semester.
- **Program Director** – The faculty member who is designated as the leader in a particular faculty-lead program.
- **Travel Study** – Commonly used term to denote faculty-lead study abroad trips (see DSC policy 3-44).

Creating new study abroad courses

- Other than for field trips help as part of a lab for a regularly scheduled course, in order for travel expenses to be added in the form of course fees the course must receive approval as a study abroad course.
- To limit individual, group, and institutional liability, and to maintain governmental immunity, it is recommended that each study abroad activity go through approval as a course.
- Course numbers between 2800 and 2899 for lower-division courses and between 3800 and 3899 for upper-division courses are recommended.
  - Learning activities required and grading standards in the course must be commensurate or exceed departmental standards for the assigned level.
  - Contact hours must meet or exceed college standards for the number of credits.
  - Service learning experiences are eligible to be included in study abroad if approved by the campus Service Learning Committee.
  - Each department may decide to handle course numbering in the following ways:
    - Request one lower- and/or one upper-division number for study abroad courses, repeatable as destination / year varies.
    - Re-using a number does not vacate the responsibility of a department / instructor to get proper approvals for new destinations, substantially modified itineraries or learning activities/outcomes, or for any other change (credits, contact hours, etc.) requiring Curriculum Committee approval.
- Prerequisites (coursework, matriculated student, major, demonstrated language ability, etc.) may be required for specific study abroad experiences.
- Such courses may be repeatable according to approval from Curriculum Committee.
- **Seminar courses (X99x)** may be used for study abroad with the following limitations such a seminar course is
  - Not repeatable
  - May not have course fees attached
  - May only be used twice for any single destination.
  - Non-course fee arrangements must be made for students to pay for study abroad in the form of a seminar course.
Study Abroad Approval Process

- Study Abroad proposals (including specific student learning outcomes, itineraries, estimated budget, etc.) must be approved by the Department Chair & Dean over the course. In addition, the Global Engagement Committee must also review and approve the proposal.
- If a new study abroad course, the approval must include course technical review and approval by the curriculum committee.
- Proposed international exchange agreements between DSC and an international college or university must be reviewed and approved by the Global Engagement Committee.

Course Enrollment Requirements

- Normal college and department go/no-go rules apply to enrollment in study abroad courses.
- **Recommended** maximum enrollment for one travelling instructor is 20 students.
  - An additional DSC instructor is required for 21 or more students.
- **Recommended** enrollment for one instructor is 15 students.
- Minimum enrollment in any study abroad course will be 10 students (unless otherwise approved by department & dean).

Study Abroad Course Fees

- As per DSC Policy 3-44: “The costs of a travel study course will come from fees charged to participants. If, for any reason, the actual costs exceed the revenue generated through fees, the operating budget of the department controlling the prefix of the course associated with the travel study shall be liable to make up for any shortfall.”
- The cost of the trip will include appropriate (international or domestic) health insurance for all participants, whether or not they can demonstrate other health insurance coverage.
- Airfare may or may not be included, at the instructor’s discretion. If airfare is not included, the instructor must develop procedures for dealing with late arrivals, no shows, etc.
- Tuition – Tuition is due 30 days prior to departure date.
- Refunds - Tuition is fully refundable prior to the departure date. All other fees are only refundable to the degree that non-recoverable costs have not been expended.
- No refunds of tuition or course fees associated with study abroad may be made after the trip commences.
- Fees established and approved for study abroad courses may be lowered at any time due to decreasing cost or itinerary changes.
  - Such reductions may include a decrease in the amount each student pays toward the instructor’s travel expenses
  - Appropriate reduction in fees or refunds must be issued.
- Excess fees received by the institution may only be used to support the study abroad programs and may not be used for other purposes.
- Faculty incurred expenses (transportation, lodging, and food) will be covered by an assigned program fee, calculated by dividing the estimated expenses evenly among students. For advanced student fee notification, the estimated participation rate will be 10 students.
Faculty Eligibility & Compensation

- DSC faculty and staff who hold credentials making them eligible to teach courses in the specific department offering the credit associated with the trip may be instructors for study abroad courses pending department and dean permission.
  - Credit in an additional, but not alternate, course in a subject area outside the instructor’s expertise may be offered in conjunction with a second DSC instructor, who may or may not travel, but who shall be responsible for developing a syllabus, creating assignments, and issuing grades for the additional course.
  - The time spent and assignments required may not be shared by the two courses associated with one trip.
  - A study abroad course may be dual-listed under two prefixes if the instructor qualifies to teach in two areas (e.g. English & History).

- Instructors will receive regular workload for compensation, as well as travel fees not to exceed the amount listed in the original proposal (based on 10 student participants).

Student Application & Selection

- Student application - Students must complete an application, and include the following:
  - Three letters of recommendation from faculty, advisors, or other related parties.
  - Personal statement indicating motivation behind applying
  - Copy of the identification page of the passport
  - Accepted students must also pay the 1st deposit ($500) before January 15, complete a Waiver of Liability form, and a Medical Documentation form. The final payment is due by March 15 (unless otherwise indicated by the specific program).

- Minimum student qualifications – To be minimally qualified, students must:
  - Have a least a 2.0 cumulative GPA
  - Be at least 18 years of age prior to departure (even if parent or guardian attends)
  - Be fully admitted as a DSC student (either degree seeking or non-degree seeking).
  - If previously enrolled, student must be in “Good Standing” (both academic and financial)

- Student selection - If more students apply to enroll than can be accommodated, the program director is encouraged to use the following criteria and to solicit the assistance of other faculty as needed to ensure a fair selection process:
  - Give priority to full-time DSC students
  - Declared major (as relevant to the content of the course)
  - GPA
  - Application letter
  - Other factors as outlined in course proposal

- Selected students will be notified by the Study Abroad Coordinator, and will receive periodic notifications as needed to ensure application completion and relevant dates (i.e. pre-departure orientation).

Student Expectations

- As per DSC Policy 3-44: “Credit is not awarded for travel alone; students must complete an academic project. Travel study does not unduly take students or faculty away from other regularly scheduled coursework or duties (no more than two days away from regularly scheduled courses).”
- All students must enroll in the course(s) in question, either for credit or as an audit.
- International Exchange (full semester) Participation
  - Students must take at least 12-credits during complete the “Advanced Credit Approval Form” BEFORE departure for articulation approval.
  - Students who fail to supply this information will not be enrolled in SAB 2990, the “placeholder” course and will not receive financial aid for that semester.
  - DSC does not guarantee that credits earned in study abroad and exchange programs will articulate to DSC courses or that they will fulfill DSC requirements.
  - Evidence of actual enrollment and registration in courses must be received by the DSC Registrar’s Office no more than 30 days after the beginning of the academic term at the international institution.
  - Official evidence of grades and credits earned by the student must be received at the DSC Registrar’s Office no more than 30-days after the conclusion of the term at the international institution.
- The program director may withdraw any student from the course to protect the student or others. A student who is withdrawn in this manner will have to negotiate any change to return ticketing.