



## **A Nuts & Bolts Manual**

**for**

**Departmental Study Abroad Programs  
Purdue University**



## Introduction

This manual is provided to guide faculty members in designing and implementing study abroad 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](mailto:pmemmer1@purdue.edu)), Faculty Program Coordinator.

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.

A handwritten signature in black ink that reads "Brian Harley". The signature is written in a cursive, flowing style with a long horizontal flourish at the end.

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

## Leader's Manual

### Timeline

<u>Months prior to start date</u>	<u>Tasks</u>
12 or more months	Develop program description Research probable market for program
7-9 months	Submit program proposal
6 months	Finalize travel, accommodation, programming Prepare and submit rate request
4-6 months	Prepare and launch marketing plan Post program information to web page
3-4 months	Latest date for submission of rate request Encourage enrollment of participants
2 months	Accept participants update participant list 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 to study abroad Program itinerary to study abroad State department registration

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## Chapter 1: Program Development

### *Advice from study abroad*

Paula Memmer, Faculty Programs Coordinator, 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? Please note that Purdue University's Office of International Programs will not send students to any country for which a U.S. Department of State "travel warning" has been issued unless approved in conjunction with the Purdue Security Risk & Assessment Committee (see [IP website](#) for more detail). This includes study abroad programs led by Purdue faculty members. The list of those countries can be found at the State Department travel site: <http://travel.state.gov/content/passports/en/alertswarnings.html>.
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 or core curriculum requirements?
3. (A) Which of the following 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 trips? 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?
  - Questions may be directed to Katherine Yngve, Intercultural Learning Specialist: [kynqve@purdue.edu](mailto:kynqve@purdue.edu), or YONG 105-G
  - See also the skill-specific [intercultural learning exercises](#) designed by Purdue's Center for Instructional Excellence.
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](mailto: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? 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 a study abroad agency? Or is the program independent of partners or agencies?
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. Can 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?
17. What procedures will be in place to respond to an emergency? Is there a heightened level of crime in the host country? Please refer to the U.S. State Department travel site (<http://travel.state.gov/>).

### *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*

The 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.

## 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 [Intercultural Learning Worksheet](#)
3. Preliminary itinerary
4. [Preliminary budget](#)
5. [Approval Form](#)

Proposals will not be considered until all five documents have been submitted. The approval form can be found at this URL: <http://www.studyabroad.purdue.edu/resource/ApprovalForm.pdf>.

### *Repeat Programs*

Leaders requesting approval for a program that was offered in the past must submit a completely new proposal. While a copy of the previous program proposal can be included, all components (course description, itinerary, budget and form) must be submitted with all relevant changes reflecting the most current plans and cost estimates.

### *Program Administrators*

In the first section of the *Approval Form*, list the names of all faculty and staff who are in any way involved in the administration of the program. If departmental administrative assistants and/or graduate assistants are part of the administrative team, those names and email addresses need to be entered. All program leaders, staff or assistants must comply with the university nepotism policy: [www.purdue.edu/policies/ethics/iib3.html](http://www.purdue.edu/policies/ethics/iib3.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 of the 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. Undergraduate student leadership is not within best practices in international education.

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 agency, 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.

### *Preliminary itinerary*

Leaders need to provide a **preliminary itinerary** that shows the planned locations the participants will visit. Information about a travel agency, provider agency 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.

Purdue University's Office of International Programs will not send students to any country for which a U.S. Department of State "travel warning" has been issued unless approved in conjunction with the Purdue Risk and Security Assessment Committee (SRAC), see [IP website](#) for more detail. This includes study abroad programs led by Purdue faculty members. A list of countries with current travel warnings may be found on the State Department travel site: <http://travel.state.gov/content/passports/en/alertswarnings.html>. If the program is approved by the SRAC, students will need to sign a [Waiver, Release and Hold Harmless Agreement](#) in order to participate.

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 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: <http://www.studyabroad.purdue.edu/manual/preliminaryBudget.cfm> .

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 must carry a course number with the subject abbreviation "SA."** (With the exception of an embedded spring break course). However, this number is a temporary place holder 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 study abroad 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 can 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 approval form must be signed first by the department head and then the college dean.

- The signature of the department head confirms that s/he has read the complete proposal and supports this study abroad program. Further, s/he confirms 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 s/he has read the complete proposal and supports this study abroad program. Further, s/he confirms 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 complete a course detail page and secure signatures from the appropriate departments.

Once the approval form has been signed by the department head and the college dean, the entire proposal should be forwarded to the Study Abroad Office, ATT: DEPARTMENTAL PROGRAMS, 105 Young Hall, for approval by the Director of Study Abroad and the Dean of International Programs.

### *Deadlines*

<b>program period</b>	<b>proposal due</b>	<b>rate request due</b>	<b>enrollment &amp; deposit deadline</b>
January – April (Spring)	15 July <i>prior to program</i>	1 October	15 December
May – August (Summer)	1 November <i>prior to program</i>	1 February	1 April
September – December (Fall)	1 March <i>prior to program</i>	1 June	1 August

**NOTE: Winter break programs follow spring semester deadlines.**

### *Notification*

As soon as all parties have signed the approval form, indicating that the program is approved, copies of the form will be distributed to the program leader and department business office.

### 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 other than the program leader at all times. The presence of minor children or other family members should not disrupt or alter the study abroad program in any way.

Employment: Family members 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/iib3.html](http://www.purdue.edu/policies/ethics/iib3.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, they can send an email to Risk Mgmt. (specifically, Lois High, [lehigh@purdue.edu](mailto: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.

Accommodations: Accompanying family members may share accommodations with the faculty member, provided such sharing is allowed by the housing provider. The faculty member will receive only the State Department housing allowance for one person, regardless of how many accompanying family members share the accommodation. If housing costs are based on a "per person" rate, the faculty leader will be reimbursed for only one person. 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 his/her 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 account to support this program.

Accounts for study abroad should be set up in fund 2204xxxx in the cost center of the sponsoring department. The 2204xxxx fund for study abroad program supports income producing activities.

If a new fund needs to be established, use the OnePurdue Master Data Form – Fund Request at: <https://sp2013.itap.purdue.edu/businessservices/acctservices/SitePages/onepurdue%20master%20acct%20forms.aspx>.

When setting up a new study abroad fund, include the following information:

**Business Area:** = 40 West Lafayette (select appropriate Business Area based on Campus from the drop down menu)

**Fund Type:** = 22 – Income Producing

**Cost Center:** = Departmental 10 digit cost center number

**Fund Name:** = limited to 17 characters

**Description:** = limited to 40 characters

**Long Description:** = begin with “Study Abroad”

**Valid From:** = start date of the fund

**Valid to:** = leave as is (12/31/9999) for no end date

**Answer the following questions:**

Please select A (Available) or U (Unavailable):

- A – Fund does not include state funds, tuition and fees, and/or other legally pledged funds.
- U – Fund includes state funds, tuition and fees, and/or other legally-pledged funds.

Please select P (Public), N (Non-Public), or M (Mixed):

- P - Public Funds include tuition & fees, state & federal appropriations, and any funds that could be considered to have come from a public source.
- N - Non-Public Funds include all F & A, private gifts and donations, income producing and auxiliary funds, investment income, and funds that are more private in nature.
- M - Mixed Funds indicates that funds of both a public and non-public nature may be included in this fund, and further analysis will be necessary for reporting.

**Valid Cost String:** = Enter the Cost Center (same as above) in the Fund Center field

**Will SIOs be used:** = Mark this field if “Yes”

**Additional Information:** - Free text box to enter any additional, pertinent information.

Once the account is set up, business offices should run t-code FM5S with the new fund number and review the following to ensure the account was set up properly.

- Name
- Description
- Fund Long Description
- User Field 2 (this should be your main cost center)
- Fee Remissions = Yes
- PERF/SS = Yes
- Fringes = Yes

## 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. Current rates can be found at [http://www.purdue.edu/bursar/fees\\_wl.html](http://www.purdue.edu/bursar/fees_wl.html).

#### Program Fee

The program fee is collected from each student and provided to the sponsoring department to fund the expenses associated with the program.

### *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 Programs

Students enrolling in a summer study abroad program will pay a study abroad fee. The fee is pro-rated by the number of summer modules encompassed for each program.

\$304.70 - 1 module (up to 29 calendar days)  
\$609.40 - 2 modules (30 – 59 calendar days)  
\$914.10 - 3 modules (60 + calendar days)

The study abroad fee remains consistent, regardless of whether the student is an in-state or out-of-state student.

*Note: To ensure appropriate charging of students enrolling in summer programs, the course number should begin with SA and the category code should equal "S".*

#### (2) Study Abroad Fees for **Non-Summer** Short Term Programs

Short-term programs include programs offered over winter or spring break. Because the winter and spring break periods are 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 short-term programs, the course number should begin with SA and the category code should remain blank.*

*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 on the normal student billing. The program fee is then transferred to the department to cover the expenses associated with the program. The program fee varies by program depending upon the expenses that must be covered.

Departmental programs may incur the following types of expenses:

<b>Type of Expenses</b>	<b>Description of Items</b>
Faculty expenses	Faculty salary and fringe benefits (AY appointments)
	Faculty air and ground transportation
	Faculty food and incidentals supplement
	Faculty housing
	ITIC Card for Faculty
Student Expenses	Student housing
	Student meals
	Student insurance (required)
	Student airfare (if built into the program)
Miscellaneous Expenses	Ground transportation
	Academic enhancement activities
	Petty cash

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. These guidelines require programs to solicit bids from at least three vendors.

## Chapter 6: Rate Request

### Preparing the Rate Request

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.

Session in which the program will occur	Due Date
May - August	February 1
September - December	June 1
January - April	October 1

A template for the preparation of the rate request can be found at this URL:  
[www.studyabroad.purdue.edu/Resource/RateRequest.xls](http://www.studyabroad.purdue.edu/Resource/RateRequest.xls).

All information submitted in the rate request must be final. This is especially important for the costs of travel and housing if they are being included in the program fee. The rate request should not be submitted until the bidding process for the travel component has been completed. **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, copies will be distributed to the business manager for the program, the, the study abroad office, the bursar's office and the financial aid office. Please send an electronic copy of the DFA Cost Sheet to Paula Memmer, [pmemmer1@purdue.edu](mailto:pmemmer1@purdue.edu), once finalized.

### Tips for Completing the Rate Request (for Business Managers)

- Before beginning the rate request, learn the SA course number(s), category code, credit hours, and duration of the program. This information will be needed for the rate request.
- Calculate the various fees that will be charged to the participants.
- Determine the number of leaders. There is no strict policy about the number of leaders required for a program. The Study Abroad Office suggests a faculty-student ratio of 1:10, but this is a guiding expectation and exceptions in either direction can 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 below.

### Faculty fringes & salary

Faculty fringes will need to be added to the rate request. It is determined by the department whether the fringe will be subsidized by the department or borne by the student.

Faculty salary cannot be charged to students for terms that are during the academic semester where students are paying instructional costs in their tuition and fees (i.e. spring break, winter break, etc.). Salaries for summer programs may be assessed to the students. An overload approval by the Provost is required for faculty/staff on a 12 month appointment.

Emergency medical coverage 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.

A Participation/Cancellation Form 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 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 form may be found [https://www.studyabroad.purdue.edu/resource/Participation\\_Form.pdf](https://www.studyabroad.purdue.edu/resource/Participation_Form.pdf)

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

The goal for program organizers is to provide a successful experience for students and break even financially. If there is no clear cancellation policy, the program account may end up in a deficit if students cancel without penalty. Therefore it is critically important to include information about cancellations and withdrawals in the rate request and to distribute a printed copy of the policy to all students who are accepted to participate in the program.

## Chapter 7: Program's Web Page

As soon as the program has been approved, the study abroad office will create a basic 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.

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 plans of study.

An itinerary 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 eligibility 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 estimated program fee 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 cannot 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 estimated 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 can decide if the program requires a program application. If an application is required, 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 probation are not allowed to participate in study abroad programs.**

The enrollment and deposit deadline is the date by which all students must have enrolled at the study abroad website AND have submitted the *Participation/Cancellation Form* with a deposit. This deadline can be earlier than the dates listed on the table below but should not be any later.

<b>program period</b>	<b>enrollment &amp; deposit deadline</b>
December April	15 December
May – August	1 April
September – December	1 August

## Chapter 8: Travel Arrangements & Visas

### *Travel Arrangements*

The 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.

If the leader chooses to include travel arrangements in the program fee, s/he is required 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](http://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.

Visa may be secured directly from the Consulate of the country students will be traveling to. Department or students are also welcome to use a visa service provider of choice. Purdue has a discount agreement CIBT Visa and 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 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.

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 can be used to promote the program:

- study abroad newsletter
- building TV screens
- power point presentations
- printed flyers
- information sessions
- classroom visits
- information tables
- newspapers
- television and radio
- directed student
- emails to 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.

### 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 and IUPUI

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](mailto:pmemmer1@purdue.edu)) to enroll the student and request admission to the Purdue West Lafayette campus. Once the student is informed of admission, s/he must set up a Purdue account and register for the appropriate course number from the *My Purdue* page assigned to her/him. 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.

## 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) from the student's *My Purdue* portal. If a student fails to register, your program will not collect the necessary funds and the student will not be able to earn the credit for the course.

### *Student application*

It is highly recommended that students complete an application to participate in a departmental study abroad program. At the very least, an application could consist of

1. a copy of the student's transcript, and
2. a photocopy of the student's passport.

Leaders are advised to require a transcript to determine if a student is in good academic standing at the time of application and ensure that they meet any prerequisites that have been set for the program. **If a student is on academic probation, s/he 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 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.

### *\*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 application, 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.

#### *Program Leader Page*

Leaders need to update the enrollment information at the [\*Program Leader Page\*](#). To log-in to this page, go to the study abroad home page and use the log-in box. 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 able to register 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 receive an override from the Study Abroad Office for the appropriate SA number. Students must register for the course number assigned to the program in the Purdue University course registration system (BANNER). They do this in the same way that they register for any other Purdue course:

1. Get the *CRN* attached to the course number.
2. Register for the course at the *Academic* tab of *My Purdue*.

Students complete this process during their assigned registration period ("time ticket") for the appropriate term or during the open enrollment period. Those participating in spring break programs register when they register for spring semester. Participants in summer programs register when they register for other summer or fall courses. 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 s/he is informed of the program approval. A few programs that are part of a semester-long program ("embedded") have department numbers, not "SA" numbers.
- The assigned course number will appear on the registrar's list of courses that the students can access from the My Purdue page for the appropriate term along with the CRN code number.
- Participants register 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. These programs do not have "SA" number, only a department number.
- After participants register 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 register for the course by the end of the add period for the appropriate Purdue term will be charged a **\$200 late fee**.

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.

## 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.

Any information or policies about deposits should be included in the rate request. Deposits are typically \$500. If the program is being handled by a travel agency or a program provider (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: <http://www.purdue.edu/bicc/Cognos/access.html>

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 (Business Manager)

[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.

Departments or Schools may decide to award scholarships to participants in study abroad programs. All scholarships should be awarded to the student using the Division of Financial Aid form 79S (or 79INT for international students).

Forms are located at:

<https://spa2010.itap.purdue.edu/Business/busforms/Pages/department.aspx>

## 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](mailto: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 cancellation 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 cancellation policy)
  - Copy of the participation/cancellation form signed by the student
- Business manager 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](mailto:mfulk@purdue.edu)), Associate Bursar. A hold will be placed on the student transcript until the bill is paid in full.

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. In addition, leaders should double-check at this point if any of the students are on academic or disciplinary probation. The study abroad office can assist with this.

### *Enrollment Deadline*

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

<b>program period</b>	<b>enrollment &amp; deposit deadline</b>
December–April	15 December
May – August	1 April
September – December	1 August
December – April	15 December

If the budgeted number of students or more has submitted deposits, the leader can proceed with the program. S/he 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 program 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 Director of Study Abroad / Faculty Program Coordinator
- 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 petty cash check before departure if it is built into the program.

### *Emergency Medical Coverage (Business Manager)*

Business Managers for the program need to order the emergency medical coverage **three weeks 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 to assist with the 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.

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), albeit knowing they will also receive information from Risk Management when they receive their insurance card.

Note that this is only medical coverage. There is no liability or trip cancellation 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. Trip cancellation insurance can be purchased online or from any travel agent, even if arrangements are not handled by that 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](mailto: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 paper work
- culture shock
- personal conduct, including information about alcohol consumption and drug abuse & sex
- health and emergency medical insurance
- safety

### *Mandatory Program Forms*

**Forms listed below are due at the Study Abroad Office no later than two weeks before the official start date of the program.**

- **Program Itinerary**

The leader must submit a comprehensive 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:**

<http://www.studyabroad.purdue.edu/resource/EmergencyProcedures.pdf>

The Study Abroad Office needs to know how leaders plan to handle emergency situations that might arise during an overseas program.

### *Mandatory Student Forms*

Students may submit the forms on their *My Study Abroad Page*. Program Leaders may view and print these forms from their program leader page. Blank copies may also be found on the forms page of the study abroad website: <https://www.studyabroad.purdue.edu/faculty/forms.cfm>. These forms must be completed no later than **two weeks 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.
2. Medical Information Form: This form allows participants to report their personal medical history and their current medical condition. It does not 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.
3. Passport Copy: Students must submit passport copies. If students submit a receipt for review, please "uncheck" the box in order for them to submit 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 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 immediately. The 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.

The topic of discipline and study abroad programs will be covered by the Director of the Office of Student Rights and Responsibilities during the faculty orientation. He will be available for questions during that meeting and reachable by email during the dates of the study abroad program.

### *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 warnings 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, s/he 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

In preparation for emergencies, the Study Abroad Office requests program leaders to complete an Emergency Procedures Form: <http://www.studyabroad.purdue.edu/resource/EmergencyProcedures.pdf>. 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 **two weeks 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, Dean of International 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.

1. Travel Warnings (see <https://travel.state.gov/content/passports/en/alertswarnings.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. A Travel Warning is also issued when the U.S. Government's ability to assist American citizens is constrained due to the closure of an embassy or consulate or because of a drawdown of its staff.
2. Travel Alerts (see <https://travel.state.gov/content/passports/en/alertswarnings.html>) are 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. 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 are examples of conditions that might generate a Travel Alert.
3. The State Department's Office of American Citizens Services and Crisis Management (ACS) administers the Consular Information Program (see <https://travel.state.gov/content/passports/en/country.html>) which informs the public of conditions abroad that may affect their safety and security. Country Specific Information, Travel Alerts, and Travel Warnings are vital parts of this program.

### 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.

Also please see related website:

<http://www.purdue.edu/policies/facilities-safety/iva1.html>

## **Chapter 17: Processing Program Expenses (Business Manager)**

Expenses for study abroad courses 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:
  - a) 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 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 an 2204xxxx Program Account

Positive balances in a 2204xxxx account may be moved to a 2204xxxx contingency fund for future program use. Additionally, the balance may be left in the program account to fund future programs.

### Overdrafts in a 2204xxxx Program Account

Overdrafts in a 2204xxxx account should be covered from departmental funds.

## Chapter 19: Credits and grades

Program leaders submit grades to the study abroad office. After the program is over:

- 1) Log into the Program Leader page via the study abroad website.
- 2) Under the "Student Grades" 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.

Grades earned by study abroad program participants cannot be posted to academic records until **after the start of the following term**. Until the grades are posted, the grade "SI" appears on student academic records as the grade for the SA course number.

A registrar's office staff member 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.

Leaders should inform the study abroad office about any special cases, such as graduation candidates. The study abroad staff can make arrangements to have the grades for these students posted first. However, there is absolutely no way for grades to be posted before the start of the following term.

### *Due dates*

Grades are due no later than the date listed below unless an exception has been requested.

- August 1<sup>st</sup> for all summer study abroad programs
- May 1<sup>st</sup> for spring break programs
- December 1<sup>st</sup> for fall programs

## 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 Paula Memmer, [pmemmer1@purdue.edu](mailto:pmemmer1@purdue.edu).

Course evaluations consist of the following questions: <http://www.studyabroad.purdue.edu/resource/SACourseEvaluationsQuestions.pdf>. Additional questions may be added from the [PICES catalogue of Likert-scale items](#). Specific questions must be submitted to Paula Memmer, [pmemmer1@purdue.edu](mailto: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, <http://www.purdue.edu/cie/Website%20CoursEval/courseeval>, and logging in with your career account and password. Further questions regarding course evaluations may be addressed on the CIE webpage: <http://www.purdue.edu/cie/Website%20CoursEval/courseeval/#13>