



Dixie State University

Study Abroad Procedure

Definitions

- Study Abroad – Any number of arrangements by which DSU students complete part of their degree program through educational activities outside the United States.
- Faculty-led programs – Short-term study abroad program in which a faculty member takes a group of DSU students to another country with the purpose of enhancing or offering a course that is unique to the location.
- Exchange programs – A program in which students study abroad at one of DSU's partner institutions and pay DSU tuition. Typically the student is attending for an entire semester.
- Affiliate programs – Approved third party study abroad organizations that offer semester or summer programs around the world.
- Program Director – The faculty member who is designated as the leader in a particular faculty-led program.

Creating new study abroad courses

- Other than for help with field trips as a part of a lab for a regularly scheduled course, the course must receive approval as a study abroad course in order for travel expenses to be added in the form of course fees.
- 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 will be determined by the department.
 - 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.

Study Abroad Approval Process

- Study Abroad proposals (including specific student learning outcomes, itineraries, estimated budget, etc.) must be approved by the Department Chair and Dean over the course. In addition, the Global Engagement Committee, Provost, and University President must also review and approve the proposal.
- A new proposal must be submitted for approval each year, even if the trip has been approved in the past.
- If a new study abroad course, the approval must include approval by the curriculum committee.
- Proposed international exchange agreements between DSU 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 12 students.
- Minimum enrollment in any study abroad course will be dependent on program budget.

Study Abroad Course Fees

- As per DSU 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.”*
- There will be a study abroad fee of \$35 per student which will be used to support the Study Abroad Office operations.
 - Fee will be deposited into the Study Abroad Office account (MRG306).
 - Fee is nonrefundable if the student withdraws from the trip after the final payment is due.
- 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 only once before the final payment is due. After the final payment is due, reductions in fee or refunds cannot be issued.
 - Such reductions may include a decrease in the amount each student pays toward the

instructor's travel expenses.

- Excess fees received by the institution may only be used to support study abroad and may not be used for other purposes.
- Excess fees will remain in the trip's specific index code to be used for future trips.
 - If a trip is not repeated for two academic years, any excess funds will transfer to the Study Abroad Office account.
- 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

- DSU 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 DSU 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: Faculty-led Programs

- Student application - Students must complete an application, and include the following:
 - Personal statement indicating motivation behind applying
 - Copy of the identification page of the passport (must be submitted prior to departure).
- Accepted students must also pay the requisite deposit and any final payment by the established deadline for each study abroad course.
- 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 DSU 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 DSU students
 - Declared major (as relevant to the content of the course)

- GPA
- 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 Application & Selection: Exchange Programs

- Student application - Students must complete an application, and include the following:
 - One-page personal statement
 - One academic letter of recommendation
 - Copy of the identification page of the passport (must be submitted prior to departure).
- Accepted students must also pay the requisite deposit and any final payment by the established deadline for each study abroad course.
- Minimum student qualifications – To be minimally qualified, students must:
 - Have at least a 3.0 cumulative GPA or higher if required by the exchange partner
 - Have completed two semesters of coursework on a college campus (concurrent enrollment or Success Academy coursework not applicable)
 - Be fully admitted as a degree-seeking DSU student
 - If previously enrolled, student must be in “Good Standing” (both academic and financial).
 - Fulfill all the exchange partner’s applicable admission requirements.
- Student selection - If more students apply than can be accommodated, the Study Abroad Office is encouraged to use the following criteria to ensure a fair selection process:
 - Give priority to full-time DSU students
 - GPA
 - Strength of personal statement and academic letter of recommendation
 - Declared major (as relevant to the classes available at the host institution).
- 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 Application & Selection: Affiliate Programs

- Student application - Students must complete a DSU study abroad application, and include the following:
 - One-page personal statement
 - Copy of the identification page of the passport (must be submitted prior to departure).
- Students must also fill out the affiliate provider’s application.
- Accepted students must pay the requisite deposit and any final payment by the established deadline for each study abroad course.
- Minimum student qualifications – To be minimally qualified, students must:
 - Be fully admitted as a degree-seeking DSU student
 - If previously enrolled, student must be in “Good Standing” (both academic and financial)
 - Fulfill all the affiliate provider’s applicable admission requirements

- Selected students will be notified by the Study Abroad Coordinator and the affiliate provider.

Student Expectations

- As per DSU 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 and Affiliate Programs
 - Students must take at least 12-credits and 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.
 - DSU does not guarantee that credits earned in study abroad and exchange programs will articulate to DSU courses or that they will fulfill DSU requirements.
 - Evidence of actual enrollment and registration in courses must be received by the DSU 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 DSU Registrar’s Office as soon as they become available.
- 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.