

## **SJU Study Tour & Summer Program Policy (Revised from 2004)**

**Latest Revision: November 28, 2017**

### **i. Proposal Development**

#### **a. Course & Travel Timing**

Given the number of study tours being run every year, it is important to review each study tour proposal in light of where it fits within a department's/program's annual curriculum offerings. This not only has an impact on the allocation of faculty resources and students' course selections, but also on the workflow of the staff in the Center for International Programs (CIP) (and related support staff).

#### **b. Dates of Program**

Study Tours and Summer Programs being offered during the summer session should not span two fiscal years (a FY starts 6/1). However, this is not a requirement and they can span two fiscal years if an earlier start date is educationally beneficial and/or results in cost saving.

#### **c. Co-Teaching**

In order for two (2) faculty members to participate in a single study tour (and be compensated as faculty members and not as coordinators), certain requirements will be considered in the approval process:

- The faculty members will be from two different academic departments and the study tour course will be cross-listed between those two departments (i.e., each faculty member brings a unique academic experience to the tour for which academic credit is given from his/her department.) This is not a requirement, however.
- Also, although rare, proposals may come from two colleagues from the same department with very different academic backgrounds and approaches, justifying full compensation of each. Obviously, the judgments of the department chair and dean would be central to this decision.
- Each faculty member's course must have eight (8) student participants to run; otherwise, one faculty member would have to withdraw from the study tour.

#### **d. Faculty Teaching Loads & Stipend**

For proposals involving Fall or Spring semester tours, consultation between the faculty member who submits the tour proposal and his/her department chair will determine whether the study tour course will be treated as part of the faculty member's regular teaching load or as an overload course. Approval by the department chair *and the appropriate dean* must be given for the designation of regular load status.

Faculty who are teaching the course as an overload (with departmental approval) will receive the set, University rate for salary for 2- or 3-credit course, in addition to their benefits. Faculty who are teaching a 2-credit course will receive two-thirds of the maximum teaching rate. Faculty who are teaching a study tour or summer program as part of their regular course load will not receive this salary. Study tours during the summer months and summer program courses will automatically be compensated at the summer teaching rate.

Faculty will also receive a travel, cash advance (to be used for business expenses on the tour--receipts must be submitted and any unused funds returned to the CIP). Rates for the advance are determined by

SJU Financial Affairs, and vary by country and duration. The travel advance is used for all personal meals and travel expenses for both the faculty leader and coordinator, in addition to being used for any unforeseen group expenses (i.e. taxis, a trip to the hospital, etc.). Faculty travel insurance costs are covered by the university.

In an attempt to lower the student program fee to reach minimum course enrollment, the travel advance can be reduced with the understanding that the faculty and coordinator cannot spend more than the allotted advance as they will not be reimbursed for any amount over the advance. Additionally, the faculty leader and coordinator must agree on receiving the same reduced travel advance. Faculty travel insurance costs are covered by the university.

e. GEP Approval Process

The faculty member proposing a study tour for GEP credit should obtain approval from the GEP committee *before* submitting the proposal to the department chair and dean. To facilitate this process, the GEP committee should be strongly encouraged to publicize the standards used to evaluate study tours for GEP credit. The Department Chair will review the proposal and, if approved, will sign and forward it to the appropriate Dean within three (3) weeks of its receipt. After receiving all the proposed study tours for his/her school, the Dean will review them with the respective Department Chairs and Program Directors, with input from the CIP, *and consult with the GEP Committee in cases where GEP credit is sought before making a final determination.* It is our desire to have this review process (be completed by the end of April) be efficiently expedited so that all relevant parties can be notified and, for those tours approved, the necessary arrangements can begin to be made (this is particularly important if the study tour is intended to fulfill a GER and the GER Committee can be notified on a timely basis).

f. Submission Process

All study tour proposals for an upcoming calendar year must be submitted by a faculty member by **mid-February** of the current year. Study tour proposals are submitted online through the CIP website application, which can be found under “Faculty & Staff” at <https://internationalprograms.sju.edu>.

g. Approval Process

Priority will be given to faculty proposals that demonstrate strong intercultural learning objectives and academic preparation, connection between subject matter & location, cost and marketing consideration, and those that identify an international educational gap in CIP offerings and/or meet the needs of a target, student audience.

It is **important to note, that not all study tour proposals may be approved.** There may be situations where a study tour is not approved on its own merits, but there may also be times when one or more are not approved given other circumstances (e.g., resource issues, timing matters, costs, etc.). We also strongly encourage departments and programs to develop multi-year schedules for their study tours. Such schedules can then be presented to the Dean as part of his/her review process and decisions can be made accordingly. This should become the norm for how study tours are planned.

A faculty member who is on release time during the same time period of a study tour is normally not allowed to participate unless first receiving written authorization of the dean.

II. Study Tour Courses

#### Student Load & Class Hours:

If a study tour is going to be proposed as part of the students' spring or fall load, then certain requirements must be met:

- As part of the course description that must be attached to the proposal, evidence of sufficient course work during the regularly scheduled semester (15-20 hours) must be offered as part of the syllabus; and
- The study tour travel must occur during or immediately before/after the rostered semester (or during the spring break for spring semester courses).

Even if study tours are not being proposed as part of students' regular loads (or as GEP courses, see # 10), all study tours for academic credit must include some pre-departure and post-trip meetings, sessions, and assignments. The appropriate level of this extra work will be assessed by the Deans and Department Chairs when reviewing study tour proposals (and discussed with the respective faculty member). **Ordinarily, all study tours should have between 15 and 20 hours of classroom experience on campus before and/or after the tour itself.**

Students must be enrolled in the study tours course at SJU for academic credit to attend the tours.

### III. Summer Programs

Non-SJU Students who are not matriculated as a student at SJU and who have a 2.5 GPA or higher are eligible to participate in SJU Summer Programs. Non-SJU students must also meet the eligibility requirements of the course in order to apply, which may include (but not limited to): class standing, GPA, pre-requisites, or interviews.

In addition to the standard CIP application, non-SJU students are required to submit the *Home College/University Approval Form*, *Visiting Student Form*, and *Transcript Request Form* to the CIP, which can be found in the summer program's online application. They must receive approval from their home college/university to participate in a SJU Summer Program, and be in good academic and disciplinary standing at their home college/university.

### IV. Study Tour & Summer Program Planning

#### Managing Student Enrollment

Normally, the minimum number of students needed to be enrolled in a study tour for it to be run is eight (8) for single faculty study tours and sixteen (16) for team taught study tours. Any exceptions to this policy, which would be done on an extremely limited basis (and for only unique academic reasons), must be approved by the respective Dean and the Vice President for Student Life in consultation with the CIP. Any exception to this will be decided on a case-by-case basis. To facilitate planning and implementation the faculty proposal for a study tour should include three (3) numbers: (1) the minimum number of students needed for the tour to run without undue financial burden to the University [*to be determined after consultation with the CIP*], (2) the number of students expected to enroll and (3) the maximum number of students who will be accommodated on the tour [*to be determined after consultation with the CIP*].

The minimum and maximum number of students will be determined in consultation with the CIP, to avoid cancellation of tours at the last moment, which usually engenders severe financial penalties. Students must pay a travel non-refundable deposit at the time of application for the study tour course. If the minimum number of students has paid their deposits at pre-registration, the tour *cannot be cancelled for financial reasons*. If the number of students who have paid deposits is less than the

minimum, the study tour may be cancelled.

#### V. Faculty & CIP Planning Process

When a study tour is approved, it must be planned and coordinated through the CIP. If other outside services and/or arrangements are to be considered, they too must be approved and coordinated through these offices. The faculty member will actively work with the CIP throughout this planning process, including having a direct involvement in helping to contact and arrange site visits.

During the study tour or summer program, new opportunities for academic and cultural engagement may arise. Faculty leaders should always seek to consult with the CIP office before making any changes to the group itinerary. However, if due to feasibility or time restraints they are not able to reach a member of the CIP, faculty and coordinator leaders should consider risk management concerns and budget restrictions before deciding to participate. Risk management concerns to discern on the ground could include (but are not limited to): location, transportation needs, vetting of vendors or providers, potential for injury and type of activity. Additionally, faculty should be aware of activities that are excluded from University insurance coverage policy including: scuba diving, sky diving, mountaineering, ultra-light aircraft, sailplaning/gliders, hang gliding, parachuting, bungee jumping or participating in any form of contest or competition. Trip leaders cannot exceed their University Travel Advance budget in arranging for additional activities for the group. Trip leaders should never collect additional funds for activities from students, and student participation must be optional.

If an unplanned activity is considered during the tour, the faculty member and coordinator should make every effort to contact the CIP prior to anyone partaking in the activity. (The CIP will review this issue in the pre-departure meetings with the faculty and students.)

#### VI. Student Application Process

In order to effectively manage student enrollments, students who apply for study tours need to pay deposits and program fees according to a set schedule determined by the CIP. This will provide an accurate assessment of student enrollment so that a final decision to run the study tour can be made in a timely manner. If a study tour is cancelled due to low enrollments, this schedule will provide everyone with enough advance notice in order to plan accordingly. This schedule is as follows (noting that the CIP may adjust these deadlines (in advance and with notice) if necessary):

1. Spring Semester Tours: students need to submit the required travel deposit by **November 15<sup>th</sup>**
2. Summer (I and II) Study Tours and Summer Programs: normally, students who sign up for summer study tours need to submit the required deposit by Feb 1<sup>st</sup>, and a decision on whether the tour will run will be made by March 30. There may be summer tours for which an earlier deposit deadline is necessary (i.e. required by the vendor arranging for the tour). In such cases, the decision on whether to run the tour will be made prior to March 30, preferably within two weeks following the deposit deadline.
3. Fall semester Study Tours: students applying for fall semester study tours need to submit their deposits by May 15 and a decision on whether the tour will run will be made by May 30.
4. SJU Study Abroad Grants:  
Saint Joseph's University offers several \$500 scholarships for Study Tours & Summer programs. Students who have not studied or traveled abroad in the past are strongly encouraged to apply. Awards are granted on the basis of merit, need, and the quality of the essay. Scholarships are for only one Study Tour or Summer Program of study. Previous award winners are not eligible. Completed scholarship applications must be submitted in full to the Center for International Programs and received by **October 15** for Spring and Summer programs. All applications will be reviewed by a committee. All award decisions are final and may not be appealed.

## VII. Cancellations

### a. Cancellation of a Study Tour

This minimum enrollment must also be obtained at least 2 months prior to a tour's departure date. If it is not reached by this time, the tour will be cancelled. This is necessary given the financial penalties the University must pay when a tour is cancelled at the last moment. It is also our hope that with the amount of lead time in which study tours are planned and approved, proper advertising for students can be implemented, thus improving the chances for reaching the desired levels of enrollment.

### b. Cancellation of a Summer Program

Each course must meet a minimum enrollment of 8 to run the course. If a particular course does not meet this minimum, the course offering will be removed from the Summer Program. The Summer Program can still run with the remaining course(s).

### c. Travel Warnings

Additionally, in the case of travel warnings and security emergencies, the University will rely on its Interim International Travel Policy for Students, Administration and Staff and Faculty Traveling Overseas with Students in guiding the decision to cancel study tours. In such cases, expectedly rare, the University's emergency procedures and travel policy govern and inform University approval/cancellation of international travel.

## VIII. Student Payments

### a. Deposit

SJU students are required to submit a travel deposit to the Center for International Programs as part of their Study Tour or Summer Program application. Non-SJU students are required to submit a travel deposit as part of their application for a SJU Summer Program and an application fee. If a student is accepted into a program, the travel deposit will be applied towards the full program fee. The deposit is non-refundable after a student applies no matter when the student withdraws. The deposit is only refundable if a student is not accepted to the program, and when the program is cancelled by the University due to insufficient enrollments.

Please note that some Study Tours may not require a deposit in order to apply for the program, and this will be communicated on the Center for International Program's website and in any promotional materials.

### b. Program Fee

All students accepted into a SJU Study Tour or Summer Program course are required to pay a program fee that typically covers airfare, ground transportation, some meals, site visits, and health insurance among other expenses. Tuition charges are not included in the program fee. Program fees vary based on length of stay and program location. Students will be billed for the full program fee upon successful registration in their Study Tour or Summer Program course. Students may pay the full program fee at once or in two installments. Program fee payment deadlines will be communicated to students before the application deadline and after students have been accepted.

### c. Tuition

Since students are required to take SJU Study Tour and Summer Program courses for University credit, students will be billed for tuition under the following guidelines:

**Study Tours:** Students who take a Fall or Spring semester Study Tour course do not owe extra tuition if the course is part of their regular course load (5 courses). If a student is taking the course as a 6<sup>th</sup> course of 3 or more credits, the student will be required to pay the overload tuition rate.

**Summer Programs:** Students are required to pay SJU summer tuition for the course(s) in which they are enrolled.

d. Withdraw Penalties

Students who choose to withdraw from a SJU Study Tour or Summer Program must immediately notify the Center for International Programs in writing. Per the *Terms of Participation in Program Agreement* in CIP online application, students will be subject to the following:

- The travel deposit is non-refundable at any time.
- Any time after the application deadline date up to 125 days before the departure date the additional minimum cancellation penalty is \$200\* and the travel deposit.
- Between 124 days and 95 days before the departure date the additional minimum cancellation penalty is \$700\* for a total of \$1000.
- Between 94 days —32 days prior to the departure date a minimum of half of the total program fee is due\*.
- At or under 31 days prior to departure, students are liable for the entire program fee. All charges described above will be posted to the student's SJU account. Even if the student has not yet paid fees, he/she will be liable.

\*The rates listed above are MINIMUM PENALTIES if a student withdraws. If SJU has already committed greater amounts on the student's behalf, the student may be billed for those greater amounts.

IX. Coordinators

a. Selection process

All study tour coordinators must be employees of SJU or ELS. Graduate assistants are not eligible. Adjunct Faculty members may be eligible, provided they will be SJU employees the semester prior to or after the tour or program, and must submit required, background clearances if not on file at the University. Study tour coordinators should have experience leading group travel and/or experience traveling in the tour destination country/ies. The coordinator for each study tour will be appointed by the CIP in consultation with the faculty leader. The faculty leading a study tour may request a specific person as the coordinator, who is subject to the approval of the CIP.

b. Stipend

Coordinators travel for free and receive a travel advance for the program or tour (to be used for business expenses on the tour--receipts must be submitted and any unused funds returned to the CIP). Cash advances for tours of greater/lesser duration and by location (*please see Section I.c.*) will be prorated at the discretion of the CIP. Coordinators who are not administrative faculty (*defined in the Faculty Handbook, p.1*) also receive a stipend of \$500 per tour or program.

c. Responsibilities

The Coordinator will have the responsibility to send home any student who has been judged by the

faculty member(s) conducting the tour to be a detriment to themselves and/or the tour or for violating the *SJU Community Standards Agreement*. The Coordinator may not dismiss a student without the prior permission of the faculty leader and the CIP office.

X. Approved Travelers

a. Students

Only students enrolled in the study tour for academic credit can attend the tour (i.e., spouses, friends, children and others associated with students may not participate in any portion of the University sponsored study tour or summer program).

b. Faculty

If a faculty member is interested in having a spouse/child (who is not a minor) join them for any portion of the time they will be teaching abroad, the faculty member will need to notify the Center for International Programs (CIP) and the spouse or child who will be traveling with the group must complete a brief, on-line registration with the CIP. Standard University procedure requires that a background check be conducted for any spouse or child (who is not a minor) and will be traveling with the group for any portion of the trip. All fees associated with the spouse or child's participation in the study tour or summer program are the faculty member's responsibility.

The University policy is that children who are minors are not allowed to travel with or participate in any of the program activities.

The CIP will only assist with travel arrangements in situations where travel arrangements for the spouse or child accompanying the group must be included as part of the group reservation.

c. Coordinators

Due to the need for Coordinators to be available to assist students at all times, Coordinators may not bring a spouse or child during the time they will be acting as Coordinator on a SJU sponsored study tour/summer program. [*Please note: Faculty who are serving in both a teaching and coordinating capacity on a Study Tour or Summer Program will not be allowed to bring a spouse or child.*]

XI. Insurance

All faculty, coordinators and students will be covered by HTH Medical, Emergency & Political Evacuation Insurance for the duration of their time abroad. Information about coverage is provided to participants prior to departure.

XII. Risk Management

a. Pre-departure

Faculty leaders and coordinators are required to attend a University Mandated Risk Management Training prior to departure. In the event that faculty leaders have previously led tours or programs, they still must attend one training each academic year.

b. On-site

i. Orientation

Faculty leaders and coordinators (sometimes in conjunction with our on-site providers and vendors) are required to conduct an on-site, safety orientation at each city/destination on the tour or program.

ii. Communication

1. CIP, Coordinators, Faculty

Faculty leaders and coordinators must follow the guidelines and protocols outlined in the *International Travel Trip Leaders' Field Manual for Participant Safety and Student Disciplinary Issues* at all times, in close consultation with the CIP office and Emergency Communication team at SJU as issues arise while abroad.

Faculty leaders and coordinator are required to be able to be reached 24/7 by students and the CIP office.

2. Students, Faculty, Coordinators

a. Student Travel Outside Itinerary

Please note that although students are allowed to travel independently during their free time while participating in one of SJU's Summer Programs or Study Tours, faculty and staff should be aware of the guidelines and policies surrounding this travel.

1. Faculty cannot make any formal travel arrangements for students. This includes searching for tickets or hotels or making purchases.
2. Faculty and staff cannot accept any money from students in regards to the above.
3. Students should be reminded that they are still expected to follow SJU policies as well as participate in all class and program activities and be on time for those activities and classes.
4. *As per the Risk & Release Form* that students sign, students must inform the Coordinator of their travel plans, as well as provide hotel information and a way in which the Coordinator can reach them each time they travel independently away from the group. Students should also take with them the contact information for the Faculty and Coordinator.
5. *As per the Risk & Release Form* that students sign, Saint Joseph's University is not liable for student independent travel.

XIII. Upon return

a. Expense Report

All faculty leaders and coordinators are required to complete a Business Expense Report within ten (10) business days of returning from their tour or program. If the full travel advance was not used during the time abroad, funds must be returned to the University.

b. Debrief Session

All faculty leaders and coordinators are required to attend a debrief session (and/or submit a debrief report) to the CIP office upon return.

If you have any questions regarding these policies and procedures, please feel free to contact the Center for International Programs: 610-660-1835; [studyabroad@sju.edu](mailto:studyabroad@sju.edu).