

Study Abroad Guidelines and Policies

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I. Study Abroad Office Mission Statement

MISSION STATEMENT

Study Abroad provides students the opportunity to participate in academic programs that will increase their awareness, appreciation, and respect for other cultures in the context of their chosen discipline. Through direct contact with other people, languages, and traditions of another culture, students will enhance their understanding of themselves, their academic curriculum, their communities, and the world. Through Study Abroad experiences students will develop vocational opportunities and the necessary skills for personal, professional and intercultural interaction in an interdependent world.

STUDENT OUTCOMES

1. Gain a greater understanding of other cultures, including language, traditions, customs, and history.
2. Develop an understanding of different academic perspectives within a student's specific discipline.
3. Develop the necessary skills for personal and professional interaction with colleagues from other cultures.
4. Develop an understanding of various social and economic systems as they relate to a student's individual discipline.
5. Promote an understanding of how differences among nations, cultures, races and languages influence an individual's perception of world issues and events.
6. Provide opportunities for personal growth and enrichment.

OBJECTIVES

1. To actively promote academic study in other countries.
2. To support and promote Study Abroad as a holistic experience. The knowledge acquired by studying abroad is not limited to the classroom setting but complemented by outside classroom interaction and experiences with the host culture.
3. To provide advisement and resources which enable students to have an enriched program abroad that enhances their Northwest academic education.
4. To expose students to different teaching methods and diverse academic approaches.
5. To integrate and share the experiences of study abroad alumni with the entire student population.

Revised February 2006

II. Study Abroad Guidelines

A. ELIGIBILITY AND EVALUATION

Study Abroad opportunities are open to all students in good academic standing (GPA of 2.5 or higher at time of application) from sophomore-year to senior-year, and graduate students. Students who have an extraordinary reason for not having the 2.5 GPA requirement may contact the Study Abroad Coordinator regarding a written appeal to the Dean of Arts and Sciences.

The Northwest Study Abroad Application requires the student to submit the following:

1. NW Study Abroad Application Form
2. Host Program Application Form(s)
3. Agreement of Participation
4. Advisor's Authorization to Study Abroad
5. Financial Assistance Consult Form
6. Personal Statement
7. NW official Transcript
8. Academic Reference

It is the student's responsibility to submit all the paperwork necessary for his/her participation in the Study Abroad Program. In case of incomplete application the student will not be eligible to study abroad. The application process may include supplementary materials, which the student must complete promptly.

Probation and disciplinary sanctions will be taken into account when making a decision regarding the student's application for study abroad and may result in the rejection of an application. As part of the application process, current academic and disciplinary standing will be reviewed. Failure to indicate probationary status will result in withdrawal of support for an application.

B. ACADEMIC POLICIES

1. Prior departure the student must seek approval of NW faculty for all courses intended to be taken abroad. If the courses would change due to special circumstances after the student's arrival to the host institution, the student will contact NW professors via e-mail to request approval for newly selected courses.
2. Courses must be approved by using the grade completion forms. Professor's signature and department's chair's signature is required.
3. Students must submit copy of original grade completion forms to the Study Abroad Office in order to maintain enrollment in 80-299 Study Abroad courses.
4. All courses transferred from Study Abroad Programs must be Northwest catalog courses. Courses code as 920 electives will not be accepted by the Registrar's Office as a transferring option from a Study Abroad Program.
5. Grades earned abroad are recorded on the student's transcript and calculated in the student's GPA.

C. STUDY ABROAD COSTS AND FINANCES

Northwest students participating in summer and semester long programs will be charged a \$125 administrative fee for program participation. Faculty Led Study Tour participants will be charged a \$50 administrative fee for program participation. These charges help finance the administrative expenses of the student's program.

The tuition charges are applied by program as follows:

Programs with NW Tuition Charges	Programs without tuition Charges
ASIA Program ISEP Reciprocal MCTS Magellan MEXICO Program Faculty Led Short Term Study Programs Teacher Education Program MO-London (summer program only)	Australearn ISEP-direct MO-London Direct Exchanges

Additional Costs:

1. NW Administrative Fee
2. Insurance
3. Host Institution application fee (if applicable)
4. Housing expenses
5. Transportation expenses
6. Both the *Text Book Fee* and *Technology Fee* will be charged.

PLEASE NOTE: Health and Activity Fee is waived for fall and spring participants.

D. STUDENT CONDUCT

All participants will be registered as Northwest Missouri State University students while at the same time attending a foreign University. Students will be held to the Northwest code of conduct during their exchange program and to the code of conduct of the host institution. Offenses violating the Northwest code of conduct while abroad will carry the same penalties as if committed physically present in the Northwest Missouri State University campus.

E. INSURANCE

Study Abroad participants must be covered by an international health insurance. The cost of the health insurance provided by the Study Abroad Office is \$36 per month, which will be charged to the students NW account. Students may choose to purchase or use pre-existing health insurance, however they must present of coverage written proof of exact coverage including:

1. Medical International coverage.
2. \$100, 000 emergency medical evacuation
3. \$25, 000 repatriation of deceased remains

Note: Australearn and ISEP participants carry a mandatory insurance administered by the same program. Australearn insurance is included in Australearn fees. NW insurance is waived to students participating in either program.

F. TRANSCRIPTS AND PROGRAM EVALUATION

All grades obtained abroad will be registered on the student's transcript as letter grades (A, B, C, D, and F). Host Institution grades are converted into the American grading system by using the grade conversion charts established by the International Grade Conversion Guide for Higher Education.

Students may choose to take the option of pass/fail for courses taken abroad, only if the student complies with the requirements stated by the Registrar's Office (Undergraduate Academic Catalog, Academic Policies).

G. PRE-DEPARTURE AND RE-ENTRY ORIENTATION

Students agree to attend to pre-departure orientation. In the case that she/he fails to attend, her/his participation into the program will be cancelled.

Students agree to attend the re-entry orientation on the designated date. Grades earned in the host institution will not be submitted to the Registrar Office if the student fails to attend this meeting.

H. DEADLINES

- Fall October 1
- Spring March 10
- Summer March 10
- Spring break Faculty Led Short Term Study Programs October 1
- Summer Faculty Led Short Term Study Programs March 10

I. WITHDRAWAL AND PROGRAM CANCELLATION POLICIES

If a student chooses to withdraw from a Northwest Study Abroad program, he/she must notify the Northwest Study Abroad Office in writing immediately. In the event of withdrawal, the following policies apply:

1. If a student chooses to withdraw from the program PRIOR departure, the Study Abroad Office will retain \$50 of the administrative fee to cover any administrative expenses that the office may have incurred in the student's application process.
2. Students choosing to withdraw from their program after departure will not be refunded any of the administrative fee.
3. It is the student's responsibility to know what the host institution's or program provider's refund/cancellation policies are. Northwest is not responsible for refunding any pre-payments, deposits, or down-payments that students make to program providers or host institutions.
4. Northwest is not responsible for refunding students any fees that they may have incurred as part of preparing to go abroad. This includes and is not limited to the cost of transportation (airline, train or bus tickets), insurance, special vaccinations or checkups, or other travel-related expenses.
5. Students are responsible for withdrawing from Northwest Study Abroad courses. Tuition refunds are subject to the guidelines established by the NW Registrar's Office for "Refund/Reduction in Charge Schedule." Specific information can be found in the NW Course Catalog, page 33.
6. No refunds will be made to students who are dismissed from a study abroad program due to misconduct, academic, legal or other related issues.
7. Northwest is not responsible for refunding any costs related to flight delays, cancellations or re-scheduling.

FACULTY LED PROGRAMS Refund and Withdrawal Policies

If a student chooses to withdraw from a Northwest Study Abroad program, he/she must notify the Northwest Study Abroad Office in writing immediately. In the event of withdrawal, the following policies apply:

1. If student chooses to withdraw from a faculty-led program PRIOR to departure, the Study Abroad Office will retain \$25 of the administrative fee to cover any administrative expenses that the office may have incurred in the student's application process.

2. Faculty-led program deposits are not refundable.
3. Students who choose to withdraw from faculty-led programs PRIOR to departure will be obligated to pay Northwest any unrecoverable expenses that the Study Abroad Office might have incurred on the student's behalf. This includes but is not limited to: deposits for meals, rooms, airfare, bus rental fees, payments for guides, etc. This might require the student to pay part of the program cost to the Study Abroad Office even if the student does not attend the program.
4. If a student chooses to withdraw from a faculty-led program after the program officially begins, Northwest will not issue any refunds. Neither will the student be eligible to receive academic credit from the program.
5. Students are responsible for withdrawing from Northwest faculty-led courses. Tuition refunds are subject to the guidelines established by the NW Registrar's Office for "Refund/Reduction in Charge Schedule." Specific information can be found in the NW Course Catalog, page 33.
6. Students who choose NOT to attend a program activity (such as field trip, excursion, cultural event, etc.) will not be refunded any portion of the program cost.
7. No refunds will be made to students who are dismissed from a faculty-led program due to misconduct, academic, legal or other related issues.
8. Northwest is not responsible for refunding students any fees they may have incurred as part of preparing to go abroad. This includes but is not limited to the cost of transportation (airline, train or bus tickets), insurance, special vaccinations or checkups, or other travel-related expenses.
9. Northwest is not responsible for refunding any costs related to flight delays, cancellations or re-scheduling.

Program Cancellation

The "Travel Warning Policy" for students participating in study abroad programs, states that "Northwest students will not be permitted to participate in a study abroad program in countries that are under a State Department Travel Warning, as long as the Travel Warning is in effect."

Because the safety of our students is of most importance, the Study Abroad Office will cancel any program sponsored in a location where the U.S. Department of State issues a travel warning. If a program cancellation becomes necessary for safety reasons, the following policies will apply:

1. The Study Abroad Office will make every effort to refund recoverable program costs to the participants, based on the nature of the program and the timing of the cancellation or issue of Travel Warning.
2. If a faculty-led program is cancelled due to safety reasons, the Faculty Director will make his/her best effort to help students earn the intended credit from the program.
3. Full refunds are not possible; Northwest recommends that students purchase trip cancellation insurance.

J. NORTHWEST MISSOURI STATE UNIVERSITY POLICY ON STATE DEPARTMENT TRAVEL WARNINGS AND STUDY ABROAD PROGRAMS

The safety and security of Northwest students participating in Study Abroad Programs is of highest importance. In an effort to protect the safety of all participants the Study Abroad Office has developed the following policy in regards to Study Abroad Programs and U.S. Department of State Travel Warnings.

1. Northwest Missouri State University Study Abroad programs will follow and adopt the US Department of State Travel Warnings in regards to international travel for students and faculty leading programs abroad.

2. Northwest students will not be permitted to participate in a study abroad program in countries that are under a State Department Travel Warning, as long as the Travel Warning is in effect.
 - a. Exceptions to this policy based on “special circumstances” are evaluated on a program-by-program basis. Petitions must be submitted to the Study Abroad Office that will submit it to the ISPC (International Studies Programs Committee) for evaluation and recommendation and subsequent referral to the Dean of Arts and Sciences, who will issue a final decision. Petitions must meet the deadlines established by the Study Abroad Office. For more information, contact the Study Abroad Office.
3. If a group or individual has planned to travel abroad and a Travel Warning is issued prior to departure, the program will be automatically suspended, even if deposits have been paid. Programs that include travel to multiple countries can still go forward after removing from the itinerary the country which has a Travel Warning in effect.
 - a. The Study Abroad Office will make every effort to refund recoverable program costs to the participants, based on the nature of the program and the timing of the cancellation or issue of Travel Warning.
4. In the case of programs already underway when a Travel Warning is issued, the decision to return to the U.S., or continue until program completion, or relocation to a safe site, will be evaluated by the Study Abroad Office, ISPC, and Crisis Management Team.
5. If an evacuation or departure order is issued by the U.S. State Department, the group or individual must return to the U.S. regardless of the circumstances.
 - a. Northwest Missouri State University is not responsible for reimbursing students fees that they may encounter due to change in travel plans.
6. For more information about the U.S. Department of State Travel Warnings visit: http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html

Revised May, 2008

III. International Study Grade Completion Form Instructions – Faculty and Student Responsibilities

This form is to be filled out jointly by the student and the Northwest faculty member. This form is used in place of the Removal of Delay/Change of Grade, which will remove the delayed block of grades under the heading of 80-299 (80-699) International Study. **THE DELAY WILL BE REMOVED ONLY WHEN ALL OF THE FORMS FROM EACH COURSE TAKEN BY A STUDENT HAVE BEEN RECEIVED BY THE STUDY ABROAD OFFICE!** The Registrar will accept these forms from the Study Abroad Office, and not from individual students or the faculty members. Upon the student's return to the US he/she must deliver these forms to the Study Abroad Office. Part II must be completed and additional academic requirements that the faculty member may have previously assigned. If all the requirements are not fulfilled by the end of the semester, and/or the student has not submitted these forms to the Study Abroad Office, the student will receive an "F" for the course.

Part I Completed before departure

1. Once it is determined which classes will be taken at host institution (generally), the student will make an appointment with the instructor of the "equivalent" Northwest class.
2. The student and the instructor determine the academic requirements that must be fulfilled by the student in order to receive Northwest credit.
3. The faculty member will record the requirements on the form. The student, instructor and the department chair will sign the form, agreeing to the academic requirements. Once the signatures have been obtained, it is understood that the requirements will not change over the course of the semester without the expressed consent of the student, instructor and department chair. The faculty member may not add requirements upon a student's return!!!
4. The Study Abroad Office will retain one copy of the document, and the student will take a copy of him/her to the study abroad site. It is the student's responsibility to make sure a copy of the document is on file in the Study Abroad Office before departure.

Part II Completed by Faculty Member

1. The Faculty member will receive from the Study Abroad Office the grade completion form, a copy of the transcript, and a grade conversion chart. If stated before, extra academic requirements will be included.
2. The faculty member assigns the grade based on the extent to which the student met the agreed-upon requirements as well as the evaluatory document or transcript provided by the host institution.
3. It is the faculty member's responsibility to promptly complete the International Study Grade Completion Form and return it to the Study Abroad Office. The delayed grade in 80-299 will not be removed until all of the Grade Completion Forms have been received for each course taken by the student. This means neither the hours nor the grades will be recorded until the Registrar receives all of the forms.

Part III Completed by Study Abroad Office

1. The Study Abroad Coordinator will sign the forms, place a summary cover page on top, and forward all of the forms to the Registrar's Office as soon as the student's file is completed.
2. The student can expect to see his/her grades posted in his/her records in about a week.

Revised, February 2009.

IV. Changes On Course Enrollment While Abroad

Adding and dropping a Study Abroad class is strictly tied to the deadlines published by the NW Registrar's Office for every trimester.

Once grade completion forms are approved by Northwest professors, students are discouraged to change courses. However, if unforeseen circumstances take place, such as class being cancelled, professor's well-being, low enrollments, etc.; students will be permitted to change courses and substitute grade completion forms.

The process for changing grade completion forms will be the same as what students follow prior your departure, the only difference is that the process is conducted while abroad. It is the student's responsibility to contact the professors in order to get the new course approved. The Study Abroad Office will not be responsible for doing this.

1. Select new course from host institution and obtain a course description and/or syllabus.
2. Check the Northwest catalog to assess what NW course is equivalent to the one offered at host institution.
 - a. Northwest catalog online: <http://www.nwmissouri.edu/academics/catalog.htm>
1. Contact the instructor who teaches the class and/or the chair from that department to request approval to transfer the course.
2. Student will send the new course description by e-mail to the instructor or chair
3. Once you obtain approval is obtained student will inform the Northwest Study Abroad Coordinator so the Study Abroad Office can get new grade completion forms signed for the student.
4. The Northwest Study Abroad Office will mail the new grade completion form to the student at location abroad.

Enrollment at Host Institution

The student is responsible for consulting host institution's rules and deadlines for changing and dropping a course.

V. Direct Enrollment: Non-Northwest Study Abroad Programs

Northwest undergraduate and graduate students wishing to attend a foreign university or study abroad program that is not currently affiliated with Northwest Missouri State University may submit a petition to the Study Abroad Office in order to receive Northwest credit for the experience. On the petition the student must successfully describe how the existing Northwest Study Abroad Programs do not satisfy the students' academic, cultural, and linguistic objectives for a study abroad experience.

All petitions must include the appropriate documentation described in these guidelines.

A. ELIGIBILITY

- All NW students wishing to participate in non-affiliated programs must have a minimum GPA of 2.50.
- Students must submit the petition with the necessary supporting documentation, please see guidelines.
- The Study Abroad Office and reviewing committee will only approve study abroad programs and or accredited universities that issue undergraduate and/or graduate level credits.
- Petitions for programs similar or that are in direct enrollment competition with Northwest affiliate programs in the same city or country will not be approved.
- Petitions must be submitted a week prior to the deadlines pre-established of October 1 for spring programs and March 10 for fall and summer programs.

B. GUIDELINES

1. The petition consists of:
 - a. Complete Northwest Study Abroad application
 - b. NW transcript
 - c. Statement of purpose explaining in detail the academic reasons why the student wants to participate in this program and how this program is relevant to the student's area of study.
 - d. Support letter from advisor and any NW faculty confirming the academic importance of the program or foreign university to the student's desire field of study. The advisor's support letter must be co-signed by the department chair.
 - e. Course transfer proposal. Student must work with academic advisor on establishing a proposal of the courses to be taken abroad and its equivalent course credit at Northwest. This proposal needs to be signed by the chair of the department.
 - f. Information about the study abroad program or foreign university the student wishes to attend. This must include: program description, length of the program, course descriptions, housing options, and other services that may be available to the student while abroad.
2. Petitions with clear academic objectives and compelling academic reasons may be approved. Desired program or university must have strong connections to the student's academic program. Petitions will not be approved for the simply desired of studying in a different culture or traveling abroad.
3. Petitions must have strong support of advisor and/or other faculty within the student's department.
4. Study Abroad program or foreign university must offer a unique component or experience to the student that cannot be met by the existing programs affiliated to Northwest.

C. DECISION

- Petitions will be evaluated by the student's academic advisor, department chair and the Study Abroad Office in consultation with the International Studies Programs Committee. The Study Abroad Coordinator will submit the recommendation to the Dean of the College of Arts and Sciences for final approval/denial. The evaluators will assess the academic relevance of the program, the academic connection to the student's area of study, linguistic and cultural objectives, the safety and security of the program site, cultural immersion/integration, academic support, housing, and other services.
- If the petition is approved, the study abroad program will be administered by the Northwest Missouri State University Study Abroad Office. Students must pay study abroad administrative fee. Northwest tuition and related fees will be waived for students participating in non-affiliated programs.

Revised May 2007.

VI. Guidelines for Students Engaging in Independent International Activities: Internships, Independent Study, Practicums, and Research Abroad

PLEASE NOTE: This policy statement is intended only for students who initiate and make arrangements to go abroad *individually* and *independently*.

The Northwest Study Abroad Office strongly encourages students to utilize the broad range of services and support provided by the Study Abroad Office. The safety and security of Northwest students participating in Study Abroad Programs is of highest importance. For this reason, the following guidelines have been developed for all Northwest students who chose to make their own independent arrangements for international activities for which they will receive Northwest credit and/or University funding.

GUIDELINES:

1. Contact the Northwest Study Abroad Office. Contact Jeaneth Puriel, Northwest Study Abroad Coordinator at JPURIEL@nwmissouri.edu to set up an appointment and obtain the "Independent International Activities Information Forms." These forms need to be completed and submitted to the Study Abroad Office prior to departure. Please note that the minimum GPA required to participate in any international activity is 2.5.

2. Review the U.S. Department of State travel information for the country to which you will be traveling. IMPORTANT: Northwest Missouri State University Study Abroad programs will follow and adopt the US Department of State Travel Warnings in regards to international travel for students and faculty leading programs abroad. Northwest students will not be permitted to participate in a study abroad program in countries that are under a State Department Travel Warning, as long as the Travel Warning is in effect. (See: www.travel.state.gov) If a student chooses to study in one of these countries against the advice of the University; he/she will not be registered as a Northwest student and will not have access to university support, resources, or facilities during that time. In addition, the student will not be eligible to receive transfer credit for the program.

3. Review Your Health Insurance Coverage.

- Does your program offer medical coverage abroad, medical evacuation and repatriation? If so, please provide a copy of your insurance enrollment to the Study Abroad Office.
- If not, Northwest offers insurance coverage through HTH Worldwide Services which provides coverage for students abroad, as well as medical evacuation and repatriation. To sign up, you need to complete the insurance enrollment form available at the Study Abroad Office.

4. Complete the "Independent International Activities Information Forms" Return complete forms to Jeaneth Puriel, Study Abroad Coordinator prior to departure.

Failure to follow the guidelines stated above or to submit the required documentation prior to departure, will result in student not receiving academic credit for the program.

ADDITIONAL RECOMMENDATIONS:

1. Get a Passport: If you haven't already done so, obtain a passport:

http://travel.state.gov/passport/passport_1738.html

2. Check Visa Requirements: It is your responsibility to familiarize yourself with the immigration requirements necessary for the country to which you plan to travel:

http://travel.state.gov/travel/tips/brochures/brochures_1229.html

3. Review the Center for Disease Control information for any country to which you plan to travel: www.cdc.gov/ Contact the MU Student Health Center to obtain any necessary immunizations.

4. Obtain an International Student Identity Card (ISIC). This card is available for purchase at <http://www.myisic.com/MyISIC/?WT.srch=1> and provides travel discounts; the cost of the ISIC is \$22.00.

5. Review the Northwest Study Abroad Pre-Departure Handbook. This handbook will be given to you when your “Independent International Activities Information Forms” have been submitted to the Study Abroad Office.

Adapted from MU Study Abroad Program
June 2008.

VII. Guidelines for Faculty Led Short Term Programs

ACADEMIC PROCEDURES AND REGULATIONS FACULTY LED SHORT TERM STUDY PROGRAM GUIDELINES Northwest Missouri State University

A faculty led short term study program is an academic experience involving both traditional learning and experiential learning opportunities in an international setting. The primary purpose of the faculty led short term study program course is to help students apply first-hand international experience to their own academic development. A secondary goal is to use the program experience as a method of providing international experience and development for Northwest's faculty. Consequently, as the faculty director prepares the course proposal, particular attention should be directed toward a clear statement of how the faculty led short term study program meets these goals.

A. ELIGIBILITY

Students must have a minimum GPA of 2.5 in order to be eligible to participate in the faculty led short term study program. Due to potential liability issues, all Northwest students who are in the short term study program must enroll in the course. Additional short term study program participants who are not Northwest students must seek enrollment exception from the Study Abroad Office.

B. COURSE CONTENT

It is imperative that the academic integrity of the course be upheld by ensuring that it has as much rigor as any traditional course. As short term study program courses are bearing academic credit, the course proposal must include a syllabus that clearly states the course requirements and how students will be evaluated. Course requirements such as reading prior to departure, written assignments during the stay abroad, short term study program journal, or any other means of evaluation should be included in the syllabus. Assigned reading materials or text should be appropriate to the academic content of the course.

It is the responsibility of a faculty member's department Chair and Dean to monitor the academic legitimacy of the proposed short term study program. If, in the opinion of the Dean of the College of Arts and Sciences and/or the Dean of the faculty member's college the academic content of the proposed study does not meet acceptable criteria, the proposal will be returned to the short term study program director for revision.

C. BUDGET

Short term study program budgets are to be completed on the forms provided by the Study Abroad Office. Assistance in developing short term study program budgets can be obtained through the Study Abroad Office. **Short term study program which do not use these forms will not be approved.**

D. FUNDRAISING

Fundraising for the short term study program will be approved by the Faculty Director's and chair of the department. The Faculty Director will report to the chair of the department the funds raised by the different student activities. The Chair, in conjunction with the Faculty Director, will determine how those funds will be distributed.

E. SHORT TERM PROGRAM DEADLINES

For maximum exposure, and advertising benefit, it is important for the short term study program to be included in the Study Abroad Programs List, the Study Abroad Fair during the fall, and in Summer Course Offerings. Submit your Faculty Led Short Term Study Program Proposal Form, course syllabus, and estimated budgets for approval by your department Chair, Dean of the College and Dean of Arts and Sciences to the Study Abroad Coordinator, Union 2080 – IIC, ext. 1499, JPURIEL@nwmissouri.edu as soon as possible, and **no later than October 1** for the short term study program departing during the summer trimester. Short term study program departing during the spring trimester, the deadline to submit Short term study program proposal, syllabus and estimated budgets is **July 1**.

F. ADVERTISING

There should be no advertising of a short term study program until the department Chair, College Dean, Dean of College of Arts and Sciences and Study Abroad Coordinator have approved the program. This includes, but is not limited to, advertising flyers, articles in the school paper or articles in the local newspaper. Once the short term study program has been approved, the Study Abroad Office will assist the Faculty Director to promote the program and cover the advertisement expenses (photocopies, newspaper announcements, etc.).

G. STUDENT APPLICATION

All Northwest students participating in Faculty Led Short Term Study Program must fill out the Faculty Led Short Term Study Program application. A packet of short term study program applications will be included with the letter of acceptance of the Short Term Program Proposal Form issued by the Study Abroad Office. The deadline for submission of the short term study program applications is March 10. Students who fail to meet the deadline will not be considered part of the short term study program. In case of short term program arranged by companies external to the University, the short term study program Faculty Director is be responsible for collecting the applications and/or paperwork required by the company. The Faculty Director will provide a copy of these documents to the Study Abroad Coordinator.

H. ORIENTATION

A mandatory pre-departure orientation program must be made available for the students. This pre-departure orientation should address issues such as goals of the short term study program and course requirements, but not limited to, the political situation, the economic situation, health risks and cultural differences. The Study Abroad Office will hold this pre-departure orientation in conjunction with the Faculty Director. The date for the pre-departure orientation will be set by the Study Abroad Office in conjunction with the Faculty Director. The students will be contacted with the proper dates.

I. FACULTY DIRECTOR COMPENSATION/REIMBURSEMENT

An administrative fee of fifty dollars will be charged to all students participating in the short term study programs. Twenty five dollars is used by the Study Abroad Office for administrative fees, including advertising. The other twenty five dollars builds a contingency fund which may be used as needed to reimburse the Faculty Led Short Term Study Program Director or Co-director for expenses directly related to the administration of the program or unforeseen situations during the same.

Short Term Study Programs taking place during the summer, the Faculty Director will receive the normal salary for a summer course subject to the same summer salary formula and enrollment

requirements as if the course were on campus. Short Term Study Programs taking place during the semester the Faculty Directors will receive a pro-rated salary based on the number of students enrolled.

J. CO-DIRECTORS

There may be circumstances when it might be beneficial for an additional faculty/staff member to accompany the short term study program as a Co-director. In order to do so, this individual must have a legitimate role in the planning, teaching and evaluation of the tour, with the specific responsibilities of the Co-director clearly stated in the course proposal. The Co-directors' travel expenses may be covered by a company/travel agency or, in the case of a self-planned short term study program, by incorporating within the students' short term study program fees a designated amount to cover these costs. In the latter case, there should be approximately ten students per faculty/staff member in order to make this cost effective for our students. Co-directors may receive a salary if the course is "team taught" and agreed to by the short term study program Director, department Chair, Dean of the College and Study Abroad Coordinator.

K. ACCOMPANYING FAMILY MEMBERS/FRIENDS/SIGNIFICANT OTHERS

As individuals responsible for our students' academic program and personal needs, it is understood that Faculty Directors and/or co-directors be available at all times to meet those student expectations. Consequently, although Faculty Directors may be accompanied by other family members, friends or significant others, it is understood that our students will remain the first priority of Faculty Directors for the short term study program. Should the Faculty director(s) be accompanied by others not participating in the short term study program, all expenses remain the responsibility of those individuals and should not be attributed to the students or departments involved in the short term study program.

L. FACULTY DIRECTOR TRAVEL

Faculty may cover their expenses in one of two ways, dependent upon whether the short term study program uses an outside travel agent or if the short term study program is self-planned.

1. Faculty using a travel agency or program provider may receive "free travel" if the policy is clearly spelled out in the travel literature and included as part of the budget package. Such travel also assumes that the program provider is offering a competitive package for students.
2. Faculty developing their own short term study program may build their travel costs in the overall budget process, with each student paying his/her share of the faculty member's costs.

If travel agencies or program providers offer additional free travel based on the number of students participating, Northwest faculty and/or staff are eligible to receive this benefit. Individuals outside of the university community may be permitted to receive this benefit if the Faculty Director gains approval from the Study Abroad Office. The Faculty Director may issue a proposal letter stating how the nominee's qualifications will provide support to the director and students during the short term study program, the nominee's resume must be included. The Study Abroad Office will approve free travel to those individuals who have specific qualifications that will serve the need of the Faculty Director and the students during the trip. In the case of self-planned tours only Co-directors are allowed to receive free travel expenses. Northwest students do not qualify for free travel benefits. With some program providers, additional compensation is provided the Faculty Director by the company beyond the "free travel option." This has been determined to be against state law, and is therefore not allowed.

M. HEALTH INSURANCE

Students participating in a Northwest Missouri State University sponsored short term study program must have health insurance that is appropriate for use in the countries to be visited. Insurance should include medical International coverage, \$25,000 emergency medical transportation (evacuation and repatriation), and \$10,000 dollars repatriation of deceased remains. Northwest Missouri State University will consider the International Student Identity Card (ISIC) as a supplementary policy but not as the main insurance policy. It is the responsibility of the Faculty Director to make sure that students are informed of this requirement.

N. ITINERARY AND ROSTER

The Faculty Director shall submit a detailed itinerary and course roster at least 15 days prior to the departure. The itinerary must contain specific contact information for every overnight stop.

O. EVALUATION OF THE SHORT TERM PROGRAM

Student feedback through an evaluation form is to be returned to the Study Abroad Office no later than two weeks following your return to the United States. The Study Abroad Office will provide the Faculty Director with an evaluation form. A copy will be provided in the orientation packet. Upon receipt of the final budget summary (applicable only to self-planned short term study program) and student evaluation forms by the Study Abroad Office, the Study Abroad Office will initiate reimbursement of other short term program related expenses.

Faculty Directors are encouraged to meet with students after everyone has returned to campus. These sessions provide the Director with an opportunity to review course objectives in light of actual experiences and to draw linkages between theories studied and practices observed. The Faculty Director may request student feedback and evaluation.

P. APPROVAL OF FACULTY LED SHORT TERM STUDY PROGRAM

It is the duty of the Study Abroad Coordinator to make sure all procedures have been followed and forms submitted before granting final approved of the short term study program.

Q. INDEPENDENT TOURS/ PLEASURE TOURS

Independent tours or pleasure tours are trips led by individuals for which the whole purpose of travel essentially is sightseeing. These trips do not have academic content and do not offer academic credit to Northwest students.

Northwest Faculty who wish to pursue the organization of non-academic short term study program, either within the U.S. or abroad, to which Northwest students are invited to participate are reminded that:

- Independent tours cannot be advertised or publicized on Northwest sponsored publications, bulletin boards, and/or at Northwest events.
- Northwest Missouri State University's resources cannot be used to organize or plan independent tours.
- Faculty sponsoring or leading independent tours will not be paid any salary as with a Northwest course.
- Faculty organizing independent tours must include the following statement on their communications with students and parents: *"This tour is led by (faculty name) serving as a private individual. The trip is not sponsored by or affiliated in any way with Northwest Missouri State University."*

R. APPEAL PROCESS

All students participating in any faculty led short term programs are required to have a minimum GPA of 2.5. Students who do not satisfy the minimum 2.5 GPA requirement must submit a written appeal to the Faculty Director to seek approval of participation into the short term program.

Students must complete the following steps:

1. Complete NW Study Abroad Application.
2. Write a letter addressed to the Faculty Led Study Abroad Director. In this letter the student should explain why he/she wants to participate in the program and if there are any special reasons as to why he/she does not have a 2.5 GPA.
3. Copy of most recent NW transcript.

Faculty director reserves the right to require additional documents and or information from the student. Acceptance or denial of the student's appeal is the Faculty Director's discretion.

Revised February 2009.