Dear Colleagues,

Thank you for committing to facilitate a study abroad program for University of North Texas students in 2018. One of the primary goals of the Study Abroad Office (SAO) is to provide UNT students with access to transformative international learning experiences and these opportunities would not be possible without your dedication as a Faculty Leader (FL).

SAO’s primary commitment is to offering programs that meet student expectations of academic rigor, safety, personal/professional development, affordability, and accessibility. Thus SAO is charged with supporting the faculty, partner universities, and affiliated partners around the world who develop programs and curriculum aimed to meet these critical areas. We are committed to supporting you and the programs your College facilitates.

Through your efforts, UNT provides students the chance to gain a broader and richer understanding of the world through quality study abroad programs. Your commitment to facilitate a UNT Faculty Led program will give you the opportunity to reach students in new and exciting ways. You will serve not only as a professor, but also as an advisor, cultural liaison, disciplinarian, and a variety of other roles during your time abroad.

This handbook is designed to prepare you for this responsibility and provide you with the information you need to design and implement a successful program in accordance with UNT policy. It is intended to guide both first-time and continuing Faculty Leaders through the entire process. SAO will be your partner throughout your time as a Faculty Leader, and this handbook will help you learn more about the resources available to you.

We strongly encourage you to read this document carefully, print it, and have it on hand as reference to answer questions that will come up throughout the year. SAO will continue to develop more resources over the next year, such as trainings, updated forms, reference materials, etc., to improve the program proposal and development process.

To confirm you have read and understand your commitment as outlined in this document, please digitally sign a copy through your application on our website after the program has been approved by your Dean and College/School. Also keep in mind that although never desired, a program may be cancelled or amended if violations of law or UNT policies occur, or timelines are not met.

We wish you a safe and rewarding experience abroad with your students!

Sincerely,

The UNT Study Abroad Office Staff
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**Please Note:** Information outlined in this handbook may change due to changes in laws, accreditation compliance, procedures, and policies which are out of the control of SAO. SAO will do its best to update information in a timely manner, but it is ultimately up to each individual UNT employee to ensure they are following all university procedures. As a condition of employment with UNT, it is the responsibility of all faculty and staff member individually to ensure they are in compliance with all laws and policies at all times.
DEVELOPING A SUCCESSFUL FACULTY LED PROGRAM

Elements of a Strong Proposal

A number of factors go into the creation of a strong proposal, regardless of the student audience or type of program. The categories below provide a broad overview of the elements SAO seeks in strong proposals.

**Academic integrity:** UNT courses delivered overseas must adhere to the same high standards of content, delivery, and assessment as courses taught on campus. Courses abroad should take advantage of the program location and enable students to connect with unique aspects of the foreign culture and society of the nation or region. Proposed excursions or field trips must have academic relevance to the course. Enhancing the academic experience of student participants is the primary purpose of these Faculty led programs, therefore faculty research should take place only in programs where students participate in and contribute to the research project.

**Fiscal and budgetary responsibility:** Cost is one of the biggest barriers hindering UNT students to study abroad. All SAO-administered and approved programs aim to provide the highest quality program at the most conservative cost, therefore potential faculty led program costs are considered during the review process.

**Safety and security:** The primary concern when developing and administering faculty led programs abroad is the safety and security of students, faculty, and staff. UNT realizes that some areas of the world present heightened health and safety risks and is committed to the safety and well-being of its students, faculty, and staff when they participate in international travel and collaborations. UNT uses a number of resources, including the Department of State, the Centers for Disease Control and intelligence services provided through our insurers, to identify regions that require special efforts to mitigate an elevated level of risk and call for the avoidance of travel altogether when necessary.

**Prospective students:** Faculty led programs are intended to provide greater access to study abroad opportunities for UNT students. Ideally, a broad offering of faculty led programs will increase the variety of students studying abroad and will reflect the diversity of the student body on campus. This may include ethnic groups and departments or colleges that have historically been underrepresented in study abroad. Faculty led programs provide a needed option for students in certain majors, with limited time or finances available for study abroad, or who would feel more comfortable traveling with a UNT program.

**Likelihood of success:** A successful proposal also includes several factors that make it likely for the faculty led program to recruit the minimum number of student participants necessary to run the program. Reviewers consider the following elements when assessing the a program’s likelihood of success:
• Relevance of the academic topic
• An adequate pool of students from which to draw
• Reasonable cost to implement the program
• A clear vision of the program itself (how the location connects to course content and can be best utilized to maximize students’ experiences abroad)
• For repeat faculty led programs, past students’ program evaluations are also considered
TYPICAL TIMELINE FOR PROGRAM DEVELOPMENT

This timeline applies to FY18 programs (example below is a summer program timeline). If you are proposing a program in a different term, the same timeline applies, but the months/dates will vary.

**Proposal**
- 12-15 months ahead (February-June) consult with chair/dean and SAO to identify strong proposal.
- 11-13 months ahead (April-June) develop and submit proposal.
- 9-13 months ahead (April-August) proposals reviewed by SAO, department and college.
- 7-11 months before program start (June-October) budget development for approved programs.
- At least 7 months before program start (November) all budgets finalized and all programs open for application.

**Recruitment**
- Up to 11 months prior to program start (June), approved programs will appear on SAO’s website. No applications are accepted until budget is approved.
- 4-9 months prior to program start (August-February), Faculty Leaders and SAO collaborate on marketing through info sessions, class talks, Study Abroad Fair, posters, etc.
- Applications are accepted and students pay application charge until February 1; Program deposits must be paid by February 15.
- From February 1 enrollments are evaluated and decisions are made to cancel underenrolled programs. Programs that have met their enrollment target may still accept applicants, based on vendor deadlines, until March 15 at the latest.

**Pre-departure**
- 3 months prior to registration (January), faculty submit necessary SA-100 and R-52 forms to SAO for processing. SAO submits documents to IR&E and Registrar for course publication.
- SAO purchases faculty flights, makes program payments and prepares travel advances.
- Students apply for financial aid, apply for passports, purchase flights, complete all required documentation (vendor documents and health clearance forms), apply for visas (as needed), and pay program fee balance.
- 1-3 months ahead (February-April) students and faculty are prepared through program-specific and general pre-departure orientations.
- Students are registered for program courses by SAO and are charged UNT tuition.
- Faculty submit final itinerary with complete and updated location and contact details.

**Abroad and upon return**
- Faculty maintain contact with SAO and follow planned itinerary, notifying SAO of any issues.
- Within 5 days of program end date, faculty submit all receipts for approved expenses to SAO for processing.
- SAO submits signed travel voucher to BSS and faculty return any surplus program funds to UNT.
- Students complete SAO program evaluations and receive final grades.
## Overview of Responsibilities

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<th>Faculty Leaders</th>
<th>Study Abroad Office (SAO)</th>
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| **Academic Development** | ▪ Discuss proposal with department/college  
▪ Develop an academically sound itinerary & syllabus with assessable student learning outcomes, and in accordance with THECB rules  
▪ Turn in a detailed proposal | ▪ Collaborate with Faculty Leader on quality program development  
▪ Facilitate formal program approvals  
▪ Educate on THECB rules related to study abroad  
▪ Submit required university course documents |
| **Programmatic Development** | Seek quotes from service providers SAO in the loop | Evaluate and recommend service providers with site-specific expertise |
| **Budget** | Provide SAO with accurate, cost conscious budget items | Develop budget and set minimum enrollment |
| **Recruitment/Advising/Marketing Materials** | ▪ Recruit students for program (electronically and through info sessions) exceeding minimum enrollment  
▪ Respond to interested students  
▪ Provide text/images for flyer/online brochure | ▪ Broadly recruit for study abroad (including general info sessions)  
▪ Advise all students to find a good program fit  
▪ Develop a template flyer, poster, and online brochure/app portal |
| **Student Orientations & Pre-Departure** | ▪ Hold program-specific orientation  
▪ Turn in invoices to SAO at least 30 days before payments are due  
▪ Sign BSS travel paperwork prepared by SAO on-time | ▪ Hold all-student orientation  
▪ Prepare required BSS travel paperwork (RTT and Travel Advance)  
▪ Makes booking payments  
▪ Makes salary payments |
| **Miscellaneous (including On-Site & Post-Program)** | ▪ Assess student learning outcomes  
▪ Assign and turns in grades  
▪ Solve problems during program  
▪ Report all incidents to SAO  
▪ Turn in travel reimbursement paperwork/receipts according to BSS rules | ▪ Provides final faculty training (mandatory) shortly before programs depart  
▪ Sets deadlines  
▪ Ultimately decides if programs will go based on enrollments  
▪ Collects student monies  
▪ Prepares travel voucher/reconciliation |
Academic Development

ON TIME AND COMPLETE PROPOSALS:
• Proposals must be turned in on time and must be complete. Chairs, Deans, and SAO must be provided with all required information in order to make informed administrative decisions about program proposals.
• Proposals should be as detailed as possible and accurately reflect the intended final program. Modifications may be made after proposal submission based on feedback from SAO and the academic unit, but repeated or significant changes will delay the budget approval and marketing material development, shortening the faculty leader’s recruitment cycle.
• Recommended minimum enrollment will be determined by the sponsoring college in collaboration with SAO as part of the proposal and budget review.

REQUIRED APPROVALS:
• Programs are subject to approval by the sponsoring Chair/Dean and the Director of Study Abroad.
• Proposals and supporting documents will be sent to Chairs and Deans for approval on a rolling basis. Academic units may choose to review all submissions following the proposal deadline or approve them as received.

PRIMARY VS. CO-LEADER DESIGNATION:
The proposal must designate one faculty as the primary faculty leader. Communication from SAO will be directed to this designated person who will be responsible for communicating any important policies or program details to program co-leaders or support staff.

APPLICABLE UNT POLICIES:
Faculty, staff, and students must comply with all UNT policies, in particular for study abroad programs:
• ETHICS POLICY (05.015): https://policy.unt.edu/policy/05-015
• STUDY ABROAD POLICY (06.033): https://policy.unt.edu/policy/06-033
• STUDENT TRAVEL POLICY (07.011): http://policy.unt.edu/policy/07-001
• CODE STUDENT OF CONDUCT (07.012): https://policy.unt.edu/policy/07-012

PROGRAM DATES:
The term of the program (3WK, 5WK1, 5WK2, etc.) is determined by the start and end date of the program. Programs are not required to run for the entire term but must meet the required contact hour requirement within the term dates. Programs offered during the winter break are tied to the spring semester for registration and financial aid purposes.

MAXIMUM COURSE LOAD AT UNT:
There is a maximum number of Semester Credit Hours (SCH) that can be offered each term, which must be taken into consideration when designing a program. UNT’s full policy can be found at: http://catalog.unt.edu/content.php?catoid=5&navoid=241#Student_Load

- Fall/Spring:
  - The normal load for full-time undergraduate students is 15 semester hours for each fall or spring term/semester.
  - Graduate students may schedule a maximum of 16 hours during any fall or spring term/semester.

- Summer:
  - Undergraduate students may schedule:
    - A maximum of 4 hours in 3W1 session
    - A maximum of 9 hours in 8W1 session
    - A maximum of 8 hours in 5W1 session
    - A maximum of 7 hours in 5W2 session
    - A maximum of 15 hours in 10W session
  - Graduate students may schedule:
    - A maximum of 4 hours in a three week session (3W1)
    - A maximum of 7 hours in a five week session (5W1, 5W2)
    - A maximum of 9 hours in an eight week session (8W1)
    - A maximum of 9 hours in a ten week session (10W)
    - At no time during concurrently running summer sessions can graduate students’ enrollment exceed 10 hours.

**Texas Higher Education Coordinating Board (THECB) Standards:**

- The THECB requires that the Texas universities submit information during each academic year about each course being taught on a study abroad program, which are then certified by the UNT Provost. SAO reports this information once a program has made its minimum enrollment and is committed to travel.

  1. All students enrolled will meet institutional standards for admission and will be actually admitted to the institution, or one of the participating institutions in an approved Texas Consortium.
  2. All students enrolled will pay the appropriate tuition and fees for their residency category. Financial aid will be available to students registering in foreign classes on the same basis as for on-campus students.
  3. Instruction will be provided by faculty of the institution or a consortium institution and will be supervised and evaluated according to institutional policies. Exception will be made only to take advantage of uniquely qualified personnel at the out-of-state location.
  4. Each course is on the approved main course inventory of the institution, is a part of
an approved degree or certification program, and is justified in terms of academic, cultural, or other resources available at the specified location.

5. Instruction will conform to all relevant academic policies. All classes will conform to workload and enrollment requirements, contact hour/credit ratio, and similar matters.

6. Courses will not offer credit for activities undertaken primarily for travel, recreation, or pleasure.

7. Minimum enrollments will conform to the same standards applicable were the class to be offered on campus.

8. Multi-course offerings will meet the standards and criteria outlined in Approval of Distance Education, including Off-Campus Courses and Programs.

9. Advertising and marketing for out-of-state and foreign classes will emphasize the instructional nature of the classes, and not create the impression that they are primarily credit-for-travel experiences.

10. Faculty and staff will not realize unusual perquisites or financial gain for teaching out-of-state or foreign classes.

11. Except for funds specifically appropriated for international activities (e.g., state incentive programs, scholarships, etc.), state funds will not be used for faculty or student travel, meals and lodging, or other incidental expenses.

12. Free tickets for travel, accommodations, or other expenses provided by travel agents, carriers, or hotels will be used in direct support of the instructional program and will not be used as gifts to faculty, staff, or their families.

13. State funds will not be used to offer courses or credits by instructional telecommunications to reception sites outside state boundaries and will not be submitted for formula funding.

14. All courses offered in a shortened format will consist of the same number of contact hours, normally 45-48, as courses offered in a regular or summer session. Students will not carry more courses at a time in a shortened format than will give them total credit of one semester credit hour per week of instruction. (CB Rules 4.6). Pre- or post-travel class sessions will be scheduled to attain the required minimum length standard.

NUMBER OF CREDIT HOURS & RELATIONSHIP TO FINANCIAL AID:

During the program planning stage, faculty leaders must consider the financial aid implications for students based on the number of Semester Credit Hours (SCHs) that a program offers. Financial aid thresholds are set by the U.S. Department of Education; please refer to UNT Student Financial Aid and Scholarships for full details: http://financialaid.unt.edu/  

- Students must maintain at least a half-time class load at UNT (during fall, spring, and across collective summer terms – Undergraduates: 6 SCH; Graduates: 5 SCH) and demonstrate satisfactory academic progress to be eligible for financial aid. If the study abroad program does not hit that threshold – for example it is a 3 SCH semester-long internship course where it is the only course the student is taking - a student may not be eligible for financial aid on the program. Here are some situations that could occur:
If the program is only 3 SCH and the student has not committed to any other courses during the summer, a student may not be eligible for financial aid during the summer.

If the program is only 3 SCH and the student has committed to at least one other 3 SCH course during the summer, a student may be eligible for financial aid, however, they will not receive this aid until their sixth SCH begins. If they are taking these courses during different summer terms, they will not be required to pay for the first course until their second course begins. But if they do not take the sixth SCH – which frequently occurs – they will be responsible for paying out-of-pocket the full amount of what they owe to UNT before they will be allowed to enroll in fall courses. Students are informed of this, but faculty leaders are asked to do all they can to ensure this situation does not occur through proper advising and prevention, for example referring potential problem cases to SAO and/or UNT Student Financial Aid and Scholarships (SFAS).

- All student financial aid packages are subject to UNT Student Financial Aid and Scholarships (SFAS) approval and are not in any way controlled by SAO. Please see the section on “Proper Financial Aid Advising” below to understand how to direct students with questions to the appropriate resource.

**Student Learning Objectives:**
Programs and courses must:

- Have clear Student Learning Objectives/Outcomes (SLOs) listed in the syllabus that should relate to departmental and UNT-International goals. SLOs should be measurable and be assessed within the course, in accordance with all UNT standards.
- Be academically sound and centered around an educational experience.
- Comply with all regular accreditations applicable to UNT and your department.

**Rationale for Location:**
Each program location should have a clear rationale in relation to the academic content outlined in the syllabus. All excursions must serve an academic purpose or should be developed as optional during program free time. No university funds, for student or faculty participation, should be spent on non-program activities during free time.

**Course Paperwork:**
SAO will work with Faculty Leaders to complete the following documents to be sent to the departments/colleges for final signature before they are submitted to Institutional Research and Effectiveness (IR&E) and the UNT Registrar:

- SA-100: This form replaces Course Edits and adds the courses offered in the schedule for the appropriate term. The Southern Association of Colleges and Schools (SACS) requires the physical address of a site (university, museum, etc.) if 50% or more of the instruction takes place there.
- SA-100 Addendum: This form is used if less than 50% of the instruction takes place at any particular site. SACS requires that UNT indicate city and location for all course dates in lieu of the physical address of each instruction site.
- R-52: This form provides special course instructions.
STUDENT REGISTRATION PROCESS:
Registration by “Class Permission” will be requested for each course on the SA-100 forms. The Study Abroad Office will register students based on a course selection form that they will have access to via their application portal after being approved for the program. However, a Faculty Leader may elect for their department to register students.

SAO PROCEDURES ON FAMILIES OF FACULTY:
Faculty bringing their families on UNT Faculty led Programs is strongly discouraged in accordance with best practices set by national education abroad organizations and peer institutions. No family members should act as unpaid chaperones. Only UNT employees who have been trained on university policies and procedures may act as representatives of UNT. UNT policy on nepotism prohibits faculty from supervising family members.

Family members of UNT employees are not protected under UNT insurance coverage for liability, workers compensation or accident/illness. Expenses for family members or visitors who accompany the Faculty Leader may not be covered by program funds per UNT Policy 10.050 on Spousal Travel: (http://policy.unt.edu/sites/default/files/10.050_SpousalTravel_2015.pdf).

In addition, family responsibilities must not interfere with course and program responsibilities as the programs are academic in nature and meant to serve UNT students. Minors, or other dependents that need significant amounts of care, must have a 24/7 chaperone not related to the program.

If you would like a family member to accompany you, you must first seek approval from your Chair, Academic Associate Dean, and SAO Director. You should plan to discuss your specific case, providing an explanation of how the presence of your family member will not affect the nature of your course or student learning. Keep in mind that students are paying for the course and the experience, and faculty leaders need to structure their time and interaction with students around this principle.

UNIVERSITY POLICY ON OTHER GUESTS:
No non-enrolled guests of faculty are allowed on programs.

Programmatic Development

DESTINATIONS WITH RISK, WARNINGS, SANCTIONS, ETC.:
The safety of study abroad participants is the primary concern in the evaluation of proposed programs. If the risk, including risk to a sub-population of students, associated with travel to or within a proposed program destination cannot be mitigated, the program proposal will not be approved. In addition, programs may be cancelled or modified if significant risks develop after
approval at the discretion of SAO. UNT’s insurance coverage does not cover travel to certain countries with war risk or sanctions.

- References to check for travel warnings:
  U.S. State Department Alerts and Warnings - https://travel.state.gov/content/passports/en/alertswarnings.html
  U.S. Department of Treasury Sanctions List - https://www.treasury.gov/resource-center/sanctions/Programs/Pages/Programs.aspx

- References to check for health, security, communication, and quality of life issues:
  U.S. Center for Disease Control - https://wwwnc.cdc.gov/travel/destinations/list
  U.S. State Department Country Specific Information - https://travel.state.gov/content/studentsabroad/en/beforeyougo/csi.html

**Program Staffing:**
For Risk Management purposes, each program must be adequately staffed to respond to an emergency situation involving a student or faculty member.

- All programs must include dedicated on-site staff (at least two) that are responsible for the logistical responsibilities and serve as 24-hour health and safety resources. This may be two UNT faculty/staff members, one UNT faculty/staff member and a UNT graduate assistant or teaching assistant, or it could include a one UNT faculty/staff member and a dedicated program assistant who is daily involved in the program and hired by SAO or a third-party provider, resident director, host university representative, local organization.

- SAO recommends a minimum of one Faculty Leader per 12-20 students, depending on the level of on-site logistical support. If the program is intended to serve more than 20 students, you may consider including a second faculty leader, staff member, or a graduate assistant. Any staffing increases based on enrollment must be approved by the sponsoring college(s) and SAO Director.

**Logistics Planning:**
SAO and faculty leaders work together to determine which on-site partners are best for the location and academic needs of the program. Some faculty led study abroad programs contract a third-party program provider to handle the majority of on-site logistics, while others contract a university and/or a combination of academic contacts, local experts, and travel agents. Major factors in the selection of on-site partners include the Faculty Leader’s experience and professional network in the location, the difficulty of running a program in a particular location, and the availability of local experts. SAO can recommend on-site partners in some locations; however, SAO relies on the Faculty Leader’s contacts in other locations.
Regardless of who serves as the primary contact for a vendor, SAO should always be looped in on discussions with logistics providers in order to ensure proper accounting and payment procedures are possible throughout the planning process.

**INCLUSION OF AIRFARE:**
Students are responsible for securing their own transportation to and from the program destination, and this is not typically included in the program cost. Only internal program flights that all program participants will be required to take may be included as a budget line item. Faculty leaders may set up a recommended group flight for students to coordinate student arrival and departure as long as there is no financial obligation to UNT. SAO can recommend several vendors that offer special programs for the purchase of student flights, including student rates or deferred payment plans.

**ALCOHOL:**
State funds, including course fees paid by students, may never be used for the purchase of alcohol, including during program-sponsored events such as welcome receptions or farewell dinners.

**GIFTS:**
Gifts for host organizations/universities or guest speakers can be incorporated into the program budget only when they are culturally necessary. These expenses have a direct impact on the program fee for students and should be added very thoughtfully to avoid increasing program cost. Gifts purchased should be reasonably priced, justifiable, and adhere to UNT purchasing policy. Appropriate gifts include UNT items or other small tokens of appreciation.

**CONTRACTS & AGREEMENTS:**
It is the responsibility of SAO to manage agreements and contracts for study abroad programs on behalf of the University and all contracts must be signed in accordance with UNT procedures. **Faculty Leaders may not sign any contracts or agreements committing UNT resources** as they do not have signature authority. Contractual terms with on-site providers must be approved by SAO prior to signing the contract. Should your program proposal include a provider or institution with whom UNT does not currently have an active affiliation with, you must contact SAO as soon as possible after program approval to initiate the development of an agreement. This is particularly important if students will earn transfer credit from the affiliate.

SAO has responsibility and liability for the programs administered by SAO. SAO prefers to enter into contracts with business entities, although in some cases, hiring individuals may be appropriate. Please consult SAO’s business manager for further details about paying non-UNT program staff.

When program logistics depend on personal and professional connections of the Faculty Leader, SAO should be included in program-related correspondence and the terms of business must be agreed upon in writing. In addition, SAO should have the contact information of all
businesses, individuals, and back-ups that perform services for the program. Faculty Leaders must fully disclose any relationships with business partners that might exist, amongst other things, in accordance with university policy on conflict of interest and nepotism.

- **Purchasing Contracts:** All contracts signed for purchasing purposes must be in compliance with UNT BSS rules and will be routed through BSS by SAO. Contracts must be submitted to SAO in English or with appropriate translation.
- **Agreements/MOUs:** All other agreements/MOUs/MOAs with international partners must be routed through the UNT-International Partnerships Office, via partnerships@unt.edu.

**CHANGES TO THE PROPOSAL:**
Faculty Leaders will be asked to update their proposal should any significant portion of the program change (i.e. addition of a support staff member, change in Faculty Leaders, significant changes to course content, excursions or program activities). Approval of all of these changes by both SAO and the sponsoring College will be necessary.

**Budget, Enrollment, & Program Status**

**COMMITMENT TO AFFORDABILITY:**
SAO supports Faculty Led Study Abroad programs by providing access to study abroad opportunities for all interested students who are eligible to participate. At UNT and across the nation, one of the top barriers for students to participate in study abroad is cost. Due to their design, faculty led study abroad programs appeal to a population of students who otherwise might not consider studying abroad. In order to minimize the financial barriers for students, SAO emphasizes the importance of containing student costs during the development of program budgets. Below are some factors to consider when developing a new program:

- **Does the significance of the proposed program location justify the cost?**
  When addressing this question, the most important factor to consider is the connection of the location to the course content. Other factors include student interest in the location, availability of support services, cost and ease of transportation, housing, etc. SAO staff can advise the Faculty Leader on the logistical aspects of particular locations.

- **Do the proposed excursions further the academic goals of the program?**
  Touristic excursions may be costly. If they are not strongly tied to the program’s academic goals, consider eliminating these.

- **Can the academic goals of the program be accomplished in one destination versus multiple locations?**
  Some programs truly require multiple sites, whereas for others, one destination of significance will serve the academic purposes of the course. Each site adds new transportation expenses and logistical arrangements, which can be very costly.
• Does the anticipated number of students, location, and/or logistics justify the number of faculty and/or support staff?
  A very low student-to-faculty ratio often creates an undue cost burden on student participants.

**FINANCIAL MODEL:**
Faculty led programs at UNT no longer use the Out of State Teaching Fee (OSTF). From FY16 forward:

- **Tuition:** Students will be required to pay their UNT tuition (including both state-mandated and board-designated portions) and applicable fees for all UNT courses associated with study abroad programs. The Office of the Provost will fund faculty leader salary, international transportation, lodging, and meals. Any additional faculty leader expenses, such as international cell phone plan, excursions and admissions, will be divided among the students as part of their program fee.

- **Fees:** Student will pay applicable mandatory and instructional fees, mandated by the University, with the exception of the fees that students are exempt from if they are not taking any courses on campus (recreational center fee, etc.).

- **Program Fee:** Students will be billed a program fee via their student account. Program fees cover all program inclusions, such as lodging, excursions, ground transport, group meals, or other program-related expenses.

- If 51% or more of a course is taught by a host university, then the course is offered for transfer credit. For transfer credit, students pay the tuition of the local institution. The local institution fee is collected as part of the program fee, and SAO pays the institution on behalf of the student. If 51% or more of the course is taught by a UNT faculty member, then students pay UNT tuition for the course.

**PROGRAM FEE CHANGES:**
Once a program budget has been approved and a program fee has been published, it cannot be changed. When significant logistical changes to the program (e.g., on-site program provider or student housing) are required due to health/safety concerns or issues with a vendor, the budgetary implications must be reviewed and agreed upon by SAO and College/Department.

For programs that do not meet the minimum enrollment set in the budget but still exceed the absolute minimum enrollment required by the Provost, faculty may request to revisit the budget and modify the program to work with fewer students. Options include the modification or removal of a program activity that does not compromise the integrity of the program. SAO, in direct collaboration with the College or Department, makes the final decision in all budgetary matters.

**STUDENT PAYMENT SCHEDULE:**
Students on faculty led programs are asked to pay the following:

- **$100 Application Fee** (out-of-pocket and not applied to total program fee):
Due at time of application.
Applicants will not be considered for acceptance until this fee is paid.
Applicants who pay this fee but fail to complete other application materials are not eligible for refund.
  - Summer programs: Due by February 1
  - Fall programs: Due by March 1
  - Wintermester & Spring programs: Due by October 1

### $500 Program Deposit (out-of-pocket and applied to total program fee):
- Summer programs: Due by February 15
- Fall programs: Due by March 15
- Wintermester & Spring programs: Due by October 15

### Program Fee (billed to UNT student account; this program fee represents the program cost MINUS the $500 Program Deposit):
- Due according to SAO payment deadlines.

### Program Tuition:
- Due by regular term payment deadlines set by Student Accounting: [http://essc.unt.edu/saucs/payments.html](http://essc.unt.edu/saucs/payments.html).
- If students cannot pay the amount by the required deadlines, they must contact SFAS by emailing specialprograms@unt.edu to identify financial resources, if available.
- If students do not either pay tuition or have enough anticipated financial aid in their account to cover the cost of tuition by the UNT deadline, they will be automatically dropped from their courses and the program.

### Out of Pocket Costs:
- Before program (3-6 months before): passport, visas, airfare, etc.
- During program: some meals, souvenirs, optional trips, etc.

**NOTE:** If students are having difficulty making out-of-pocket payments up front, please direct them to the Bailey Legacy Loan Program, administered by the Student Money Management Center and designed to offer small loans to students who have expenses of $1,000 or less: [http://studentaffairs.unt.edu/loans#bailey](http://studentaffairs.unt.edu/loans#bailey).

**STUDENT REFUND SCHEDULE:**
Students on faculty led programs have the following refund schedule:

- **$100 Application Fee** (out-of-pocket): This fee is non-refundable except in the case of program cancellation by SAO or if student with completed application is not accepted based on set admission criteria or capacity issues.
- **$500 Program Deposit** (out-of-pocket): By paying this deposit students commit themselves and confirm participation in the program. The deposit is non-refundable except in the case of program cancellation by SAO.
- **Program Fee** (billed to student account; this represents the program cost MINUS the $500 Program Deposit): Any non-recoverable portion of the program fee already encumbered on behalf of the participant is non-refundable. SAO is not able to guarantee, and does NOT guarantee, that any portion of the fees owed to or submitted to SAO will be removed or
refunded if a participant withdraws from the program for any reason after commitment (indicated by payment of the $500 deposit).

- **Course Tuition:** Non-refundable after applicable term payment deadline set by Student Accounting: [http://essc.unt.edu/saucs/payments.html](http://essc.unt.edu/saucs/payments.html).

**MEDICAL/COMPASSIONATE WITHDRAWAL:**

A study abroad medical/compassionate withdrawal request may be made in extraordinary cases in which serious illness or injury (medical) or another significant personal situation (compassionate) prevents a student from participating or continuing in their study abroad program: [https://studyabroad.unt.edu/_customtags/ct_FileRetrieve.cfm?File_ID=27155](https://studyabroad.unt.edu/_customtags/ct_FileRetrieve.cfm?File_ID=27155).

- Consideration of a study abroad medical/compassionate withdrawal is limited to complete withdrawal from the program. All requests for medical/compassionate withdrawal require thorough and credible documentation. An approved medical/compassionate withdrawal request may result in a partial refund of the balance due to the Study Abroad Office (SAO). SAO will advocate on behalf of students who receive an approved a medical/compassionate withdrawal request, but the decision to refund any portion of the fee paid on behalf of the student to an international travel provider or affiliate institution remains the decision of the program provider. Please note that in all circumstances except program cancellation the $100 Study Abroad Application Fee paid to SAO is non-refundable.

- The study abroad medical/compassionate withdrawal request applies only to fees and deposits billed by SAO for a study abroad program and does not apply to any other programs, tuition or other fees billed by UNT.

**SETTING ENROLLMENT NUMBERS:**

Program fees are determined based on the anticipated cost of running a program with a specific target number of students. Since program costs are divided among student participants, SAO requires a minimum enrollment of students per program. In many cases, the enrollment number is increased to cover additional faculty and reduce the per student cost, particularly with established programs that have a proven record of participant enrollment. The final minimum enrollment is determined with the sponsoring College or Department as part of the budget review process. Once established, this enrollment number becomes the “breakeven point” for the program and is used to determine the final program fee. Maximum enrollment in the program should be established at the same time based on projected logistical capacities.

- **Minimum Enrollments:** Per policy initiated by the Office of the Provost, the absolute minimum number of students for an undergraduate/graduate program is twelve (12). The absolute minimum number for a program designed exclusively for graduate students is only ten (10). Colleges/departments reserve the right to set higher minimum numbers at their discretion.

- **Who is Considered “Enrolled” and When:** Students who have been accepted by the Faculty Leader as a participant in their program, and have paid their $100 Application Fee and their $500 Program Deposit by the deadlines advertised for the program are considered committed students and calculated in the minimum enrollment. Students who do not meet...
all of these criteria are not considered committed participants. SAO will provide guidance for Faculty Leaders regarding how to access 24/7 information about student applicants and their payment status in SAO’s enrollment management system, Studio Abroad.

- **Meeting Minimum Enrollments:** SAO reserves the right to cancel a program that fails to meet its minimum enrollment. The university will not subsidize under-enrolled programs and any financial deficit is the ultimate deciding factor determining the status of a program. SAO will make final determinations in consultation with the sponsoring College and the Faculty Leader.
  - If a program fails to meet the minimum enrollment by the initial application deadline, but has recruited at least 50% of the target number, the Faculty Leader may meet with SAO to determine whether the deadline may be extended with no financial risk to UNT. Program deadlines will be extended by two weeks at a time, if vendor contracts allow.
  - If a program fails to meet the minimum enrollment by the initial application deadline, but has recruited at least 50% of the target number, SAO will meet with the Faculty Leader to determine whether it is possible to revise the program budget while maintaining the integrity of the original program design. Program activities, staffing, per diem, and/or salary may be modified within reason. Budget revision represents a significant investment as it often requires that SAO modify existing contracts within a short time frame during an extremely busy period.
  - Budget revision is only possible for programs which exceed absolute minimum (10/12 students) and is contingent on the deadlines and flexibility of vendors.
  - Once a program has successfully met its minimum enrollment, any students who withdraw will be charged a cancellation fee to cover the impact of their withdrawal. Faculty are encouraged to recruit beyond the minimum number required to allow for program attrition and thus reduce the need to assess these charges.

**FACULTY LEADER SALARY & TRAVEL COSTS:**
Faculty Leader payments are governed by a number of UNT and state rules:

- **Salary:**
  - Salary may not be paid to faculty/staff on twelve (12) month contracts, however travel costs can be covered. **Absolute minimum summer salary: $833.33/SCH or $2,500/3SCH.**
  - Salaries for summer programs abroad reference, but do not fully align with, the Summer School Compensation Plan for Teaching Activities – see “Study Abroad Compensation.” This information can be accessed at [http://vpaa.unt.edu/summer-school.htm](http://vpaa.unt.edu/summer-school.htm).
  - Faculty Leaders do not receive additional pay if a program over-enrolls, but they may choose to reduce their salary in order to balance the budget on an under enrolled program that still exceeds absolute minimums (10-12 students).
  - For FY16, salaries will be set using the Provost Office-produced list of summer salaries for the most recent published year. The faculty salaries will be set through the program budget approved by the sponsoring College(s).
o Only one salary will be allowed per 3 SCH course. The salary can be split between two Faculty Leaders, as long as the total per Leader does not exceed half of their VPAA summer salary.
o TA/GA salaries cannot be covered, though their travel costs can be incorporated, if approved by the Chair, Academic Associate Dean, and SAO Director.
o HRM-12s will be completed by the Office of the Provost based on approved faculty salaries provided by SAO which are then sent to the BSS. SAO will arrange salary payment through each College’s Finance Officer. Funds will be transferred to the academic department approximately one month before the end of the semester prior to program departure. Faculty Leaders should follow up with their department to determine salary disbursal dates as they are not set or determined by SAO.

MEALS & INCIDENTALS:
o Maximum meal and incidental costs will be calculated at 70% U.S. government rate or $100 per day, whichever is lower, for meals not included in the program. Rates can be found at: https://aoprals.state.gov/web920/per_diem.asp
o Faculty Leaders can choose to set their meal and incidental costs lower than the maximum at their discretion.
o Meals already included in the program costs for Faculty Leaders will be removed from per diem calculations to avoid duplicating expenses. Faculty who opt out of meals provided as part of the program, and included in the initial budget, will not be reimbursed for this expense.
o Foreign meal and incidental expenses (M&IE) rates are broken down at the rate of 20% for breakfast, 25% for lunch, 45% for dinner and 10% for incidentals.
o Faculty leaders may not claim meals and incidentals for any amount above the amount budgeted, unless in the case of an emergency in which case you must obtain prior SAO approval. If prior approval is not possible due to the nature of the emergency, then each cost must be justified to SAO Director, who will subsequently decide which expenses will be reimbursed.

TRANSPORTATION & OTHER TRAVEL COSTS:
o Faculty Leader travel costs (flight, housing and per diem) will be covered through the office of the provost.
o Faculty are not required to travel with participants but must arrive no later than the start date and depart no sooner than the final day of the program. If one of several faculty/staff on a program need a modified schedule, this must be requested in advance and approved by the sponsoring department and SAO Director.
o The BSS has contracted with Corporate Travel Planners (CTP) to serve as the preferred vendor for advance travel planning by UNT faculty and staff. SAO will work with Faculty Leaders to book airfare using CTP after a program has met its minimum enrollment.
o If a group flight for program participants has been arranged, the Faculty Leader may request that SAO purchase their flight through the same vendor. This will require
approval from the BSS, so faculty must provide SAO with at least two weeks advance notice.

- Faculty Leaders may depart from/return to different cities and on alternate dates, but flight costs will only be reimbursed based on the cost of a ticket via the most direct route and on actual program dates. As part of the budget process, faculty may request expenses for one day prior and/or one day following the program dates with justification for why those additional days are necessary to the success of the program. No requests for extending travel will be considered after the budget has been approved.

**PURCHASING:**

- To protect faculty leaders from excess financial responsibility, BSS has directed SAO to reduce the size of travel advances by pre-paying as many program expenses as possible directly to the appropriate vendors. This protocol both reduces the financial risk to Faculty Leaders and simplifies the reconciliation process. SAO will work with Faculty Leaders prior to departure to identify budget items that may be paid prior to departure.
- Any program-related purchases made by Faculty Leaders without the prior approval of SAO may not be reimbursed, and if they are reimbursed, they will only be reimbursed up to the budgeted amount. This is a common issue with airfare. Faculty leaders are instructed not buy airfare before SAO confirms that the program has met minimum enrollment and has been approved for travel.
- Any purchases in excess of the budgeted amount made by Faculty Leaders without the prior approval of SAO may not be reimbursed.
- Last minute substitutions of one program activity for another may not be made without approval from SAO.
- Non-budgetted purchases are not reimbursable except in the case of emergency situations.

**GOOD STEWARDSHIP OF STUDENT MONEY:**
The faculty costs charged per student must not total more than what students would pay for in-state tuition for the course(s). If program budgets exceed this amount, SAO and the Faculty Leader will need to revise the program itinerary and staffing to reduce the expenses and ensure that the program is accessible and in line with our student financial profile.

**ADDITIONAL MONIES COLLECTED:**
Program funds do not belong to a Faculty Leader or to a program and do not carry over from one year to the next. Any additional monies collected on a program generally fall into one of the following categories:

- **Enrollment that exceeds the minimum:** Any additional monies collected in this category are only equal to the portion of leader salary/travel costs for each student above the minimum enrollment. Starting with FY16, all or part of these costs will be paid using tuition dollars and any surplus funds will be retained by the university.
- **Overbudgeting and/or underspending:** Budgets should be developed as accurately as possible to avoid overcharging students and creating an unneeded surplus. Faculty Leaders
should use their best judgment when estimating costs or contract with a provider to guarantee prices in economically volatile areas. Over-budgeting is a financial hardship for students up front and no refunds will be issued to students from surplus program funds. Repeat programs will be expected to review past budget expenses in order to estimate future costs. Faculty Leaders who end up with surplus program funds may contact SAO for approval to reallocate their advance by adding additional group meals or program activities. Any additional activities should be tied to the learning outcomes of the program and offered equally to all program participants. Faculty Leaders should never buy drinks or meals for only a few students or take some students on an extra excursion.

- **Contingency**: SAO incorporates a small contingency fee into each program to cover currency fluctuations, unexpected issues with vendors, etc. These funds may also be used to cover housing costs associated with uneven gender balances.

- **Risk Management Fee**: Each participant is billed a non-refundable risk management fee that is collected into a central fund. These funds are used in the case of extreme emergency not covered by insurance. For example, if an active volcano disrupts program start and end dates requiring unexpected program modifications exceeding available contingency funds.

**NOTE**: Because SAO is in part a self-supporting office, surplus program funds collected will be applied towards SAO operating costs in order to keep the administrative costs charged to students as low as possible.

**Recruitment, Marketing Materials, & Advising**

Survey information gathered from past study abroad participants suggests that, in addition to SAO website, the most effective recruitment tool for faculty led programs is a motivated, energetic Faculty Leader. Marketing is not advertising or selling a faculty led study abroad program; it is creating and delivering value to a target population.

New faculty leaders should keep in mind that successful programs require a considerable amount of time and effort spent marketing. While SAO can promote the program, the best marketing can really only come from the Faculty Leader. It is only through the Faculty Leader that students can see the full range of benefits and detriments when considering study abroad options. Faculty Leaders are encouraged to attend SAO marketing/recruiting workshop offered in the fall semester to learn helpful strategies and tips from experienced faculty and staff.

**RECRUITMENT COMMITMENT**:
SAO supports all study abroad opportunities available to UNT students, but ultimately the Faculty Leader is the principal marketer/recruiter for faculty led programs. With this in mind, Faculty Leaders should:
- Be on campus two semesters prior to the program and actively recruit students to participate.
- Be on campus during the semester prior to the program to provide pre-departure orientation(s) for admitted students.
MARKETING MATERIALS:
- Faculty Leaders are responsible for providing content (text and photos) to SAO for the development of flyers, posters, postcards, and a program webpage. Faculty Leaders must ensure that they have permission to use all photos and text with copyright infringement in mind. Any marketing materials developed using SAO templates and printed by the Faculty Leader must be in compliance with all URCM branding rules, and branding approvals must be obtained (https://identityguide.unt.edu) in advance via SAO.
- Faculty Leaders must submit a course syllabus for each course offered for upload to the program webpage.

PROGRAM FLYER:
SAO will create a program flyer, a poster, and a postcard using standard templates, to promote each faculty led program. The flyer is designed for electronic distribution and a PDF will be forwarded to the Faculty leader for attachment to departmental newsletters or posting to Blackboard for students in pre-requisite courses. SAO will provide 25 color print copies. Faculty Leaders may print additional flyers as needed using the PDF provided.

PROGRAM WEB PAGE:
SAO will work with the Faculty Leader to create a dynamic web page that will showcase course information, program inclusions and itinerary, and eligibility requirements. Additional information can be added, such as: testimonials, videos, photo slideshows, links to the academic unit’s web page, and any relevant scholarship information. Information in the following categories will be requested from the Faculty Leader in order to create the program web page: program overview, dates, location(s), visa information, academic staff and courses, housing, accessibility, resources, and photos.

PROGRAM POSTCARD:
SAO will create a program postcard, using a standard template, to promote the program. The postcard will include brief information and is designed to direct interested students to the program webpage for complete information. SAO will provide 50 copies of the postcard to faculty leaders and 25 to the supporting department. Participants in the UNT Study Abroad Fair will receive an additional 50 postcards.

PROGRAM POSTER:
SAO will create a poster for each program, using a standard template. SAO will provide six 11x17” color copies for faculty leaders for use in promoting the program and will also provide a PDF version in the event that more copies are desired.

INFORMATION SESSIONS:
The Faculty Leader should develop a strategy to present information to potential participants through information sessions which discuss course content, location information, and the program itinerary. Information sessions are a great recruiting tool for attracting new program
participants and making connections with students who have already applied to the program. The more personal connections the Faculty Leader can make with students, the less likely they are to withdraw from the program.

**STUDY ABROAD SCHOLARSHIPS:**
SAO encourages students to apply for grants and scholarships designed to cover the cost of studying abroad. Please refer students SAO website for more information on these and other scholarship opportunities:

- **SAO Scholarships:**
  - IEF Scholarship: This scholarship is funded through the International Education Fee charged to every UNT student each term. Awards are made based on a combination of need and merit and vary based on the program term (semester, summer/winter). Please see SAO website for full details and eligibility requirements.
  - Study Abroad Travel Grant: This scholarship is funded through a Student Government Association (SGA) allocation from the Student Service Fee fund which may be reallocated on an annual basis at SGA’s discretion. A small number of highly competitive, need-based scholarship are awarded each term. In FY17 grants were $750. Please see SAO website for full details and eligibility requirements.

- **Department/College/School Scholarships:** Some departments and/or college/schools offer study abroad scholarships to students. SAO will publicize these opportunities but in no way administers or influences decisions on the scholarship. Contact your academic unit for more information on funding available to support study abroad.

- **National Scholarships:** National level scholarships (Gilman, Boren, Bridging Japan, etc.) are typically geared towards semester study abroad programs, however some shorter programs may be eligible. For example, a program must operate in a single country for 28 days or longer to qualify for students to be eligible for the Gilman Scholarship. Faculty Leaders may want to consider this when planning their itinerary. Students may also wish to research professional organizations and honor societies that offer discipline-specific awards.

**STUDENT ADVISING:**
Faculty Leaders are considered the principal advisors and coordinators for their own programs. When SAO encounters interested students, SAO will refer them to the Faculty Leader for advising on the program. Faculty Leaders are expected to make time to speak to those students one-on-one. SAO cannot be responsible for inaccurate information communicated by Faculty Leaders and associated staff, or the consequences resulting from the inaccurate information provided, unless there is proof that the Faculty Leader was misinformed by SAO.

- **Study Abroad 101 Sessions:**
  SAO highly encourages all students interested in faculty led programs attend a Study Abroad 101 session, to cut down on confusion by both students and Faculty Leaders about financial aid, etc. Students can find the most current information on where and when they are offered under the “Announcements” section of SAO website.

- **Proper Program and Cost Advising:**
• The final cost for a program can always be found on the program’s webpage on the SAO website. Once a student is on the program page, there will be a box in the upper left hand that says “Program Costs” with a link to the relevant term. Once students click on that link for the appropriate term, they will find the costs of the course. The SAO webpage is the FINAL WORD on program costs, and Faculty Leaders must advise students accordingly to check there.

Please keep in mind, the Program Fee listed ALREADY represents the cost of the program minus the $500 Program Deposit. Students must pay both of these costs. It is critical to represent each cost accurately.

• It is very important that the Faculty Leader accurately represent the program’s academic content, its fit into student degree plans, and its cost. If the Faculty Leader or associated promoters do not know the correct information with 100% certainty, they should feel free to ask SAO or their departments at all times and run any advertising by SAO office and department beforehand. If any inaccurate information is communicated by Faculty Leaders to students, Faculty Leaders will be asked to address the situation with the student directly and resolve it in conjunction with their department, rather than SAO or with SAO monies.

• The courses and how they fit into student degree plans must always be handled by the department and College/School of the Faculty Leader. Final responsibility for academic oversight rests at the department and College/School level, not with SAO.

• **Proper Financial Advising:** It is very important that the Faculty Leader not make any promises about scholarships or financial aid to students, and that Leaders inform students that they must speak to the administering body of their individual scholarships for all final answers. This is important because there are differences between scholarships, grants, waivers, and exemptions – not all can be used for every study abroad program and their administrators can provide accurate information and guidance.

• **Scholarships**

  ▪ All SAO scholarships follow strict guidelines put out by UNT’s governing bodies. Students should be directed to SAO for any questions regarding SAO scholarships.

  ▪ All college or department-specific scholarships are controlled by that college or department and students should contact them directly with questions.

  ▪ SFAS has put out the following “Cognizant Authority Standard” to abide by:

    ▪ The Administrative Area (i.e. Admissions, Registrar’s Office, Student Financial Aid & Scholarships, etc.) or the Awarding Department (i.e. Toulouse Graduate School, College of Music, Math Department, etc.) sets their program parameters and is aware of communication regarding the program/award. As such, they should always be viewed as the first point of contact for any related inquiries. It is especially important for departments to refer students back to the administrative area or awarding department for information on programs they do not oversee.

    ▪ This standard ensures accurate information is provided initially, and minimizes the opportunity for miscommunication. It also addresses ongoing issues that tend to resurface relating to written materials developed by other departments.
that can be unintentionally misleading or inaccurate and typically are not maintained.

- If it is deemed that any information should be provided by another office, the following reference applies:
  - Documents should NOT be created to provide reference about programs administered by another department. Where it is found that these documents exist, departments will be asked to revise the information being circulated or to update online information when applicable.
  - Extreme care should be taken to ensure reference points direct the student to the administrative area or awarding department when inquiries arise. In addition, any information provided via a website or included in FAQs should confirm that students should seek input from the oversight area or department when they have questions.

- **Financial Aid**
  - Students must have applied for the FASFA for the academic year in order to be considered for financial aid.
  - For summer they must ADDITIONALLY apply for the Summer Aid Application through their myUNT account.
  - A student’s award eligibility is for the entire academic year, so a student is only eligible in summer for aid remaining after fall and spring disbursements.
  - All final UNT financial aid decisions rest with Student Financial Aid and Scholarships (SFAS). Direct all students with questions to the following webpage and email address created specifically for study abroad program participants:
    - [http://financialaid.unt.edu/special-programs-and-study-abroad](http://financialaid.unt.edu/special-programs-and-study-abroad)
    - specialprograms@unt.edu
  - Financial aid thresholds are set by the U.S. Department of Education, and neither SAO nor SFAS have any control over this.
  - Please carefully consider the consequences of financial advising; not every program is financially within reach of every student. If a potential applicant expresses concerns about cost, refer them back to SAO to find a program that fits their financial situation.
  - Important information to keep in mind regarding summer financial aid:
    - There is always a limit on grant funding in the summer.
    - There is always a limit on loan funding in the summer (if students borrowed maximum amount in Fall/Spring – loan eligibility will be $0 for summer).
    - UGRD students must be enrolled (registered) half-time (6 credits) for their aid to disburse; GRAD students must be enrolled in 5 or more credits. Aid does not disburse until day one of the course of the student’s sixth credit for the term.
    - Summer financial aid may help defray the cost of study abroad programs but it should not be counted on as the primary source of funding.

- **Budgeting and Financial Planning**
  - The Student Money Management Center (SMMC) works closely with study abroad students on financial planning for their program abroad. Please feel free to refer
students to SMMC to consult with a financial advisor: 
https://studentaffairs.unt.edu/student-money-management-center/programs-and-services/study-abroad-coaching-session

- **Accurate Representation of Program Status:**
  - Leaders must accurately represent the current state of the program and not assure students it will go without confirmation from SAO. SAO retains the right to cancel a program at any time. This is especially important in relation to the purchase of airfare by students. If students insist on buying airfare before SAO has confirmed that the program has reached minimum enrollment and will be going, please:
    - Put in writing to the student, copying SAO Faculty Led Coordinator, that purchasing his/her airfare is against the Faculty Leader’s recommendation as the program has not been confirmed.
    - Encourage students, if they absolutely insist on buying the airfare, to buy flights with small cancellation fees (through student-friendly vendors like STA Travel or Student Universe).

- **ADA Accommodations**
  - Faculty Leaders should be transparent in their marketing efforts about the functional capabilities needed in order to participate in their program. Students must request accommodations as early as possible in the application process to ensure that SAO can research and present reasonable accommodations and their added cost.
    - You may not accept or deny a student on the sole basis of a disability.
    - Programs should include descriptions of the physical/emotional functional capacities that are essential and cannot be modified to participate, e.g. students need to be able to independently traverse rocky terrain, climb stairs, deal with extremes in temperature, lift up to X amount of weight, navigate an urban or unimproved rural environment, engage in intense emotional situations, etc.
    - Each brochure page on SAO website will include standard text on accommodations and Faculty Leaders are encouraged to include this in their syllabus.
  - In order to request disability accommodations, students must be registered with the UNT Office of Disability Accommodation (http://disability.unt.edu/services/apply).
  - The Americans with Disabilities Act only applies to the U.S. and U.S. territories. Not all accommodations requested can be provided abroad; they are subject to the environment and the laws of the destination. UNT will make a good faith effort to provide access to reasonable accommodations for students studying abroad but any additional cost (e.g. for Sign Language interpreters, personal assistants) will be the responsibility of the student. SAO will work with ODA and the Faculty Leader to address accommodation requests.

- **LGBTQ Questions:** If you have student life questions on LGBTQ issues as a Faculty Leader, please consider attending the Ally Trainings run by the Division of Equity & Diversity. Ally Training is a basic training that provide guidance for creating a safe zone for the LBGT community at UNT (lesbian, gay, bisexual, transgender students, faculty, and staff). This training focuses on definitions, best practices, and resources as it relates to the LBGT community. Please find further resources and information here: http://edo.unt.edu
STUDY ABROAD PORTAL (STUDIO ABROAD) ACCESS AND TRAINING:
Not only Faculty Leaders, but also Chairs, and Deans or Deans’ Designees will be given access to the application portal on SAO website, so they may check the exact status of each student at all times. SAO will offer training on how to use the software system Studio Abroad, and it is up to these parties to attend these training sessions in order to learn how to use the system effectively and find information.

ACCEPTING STUDENT APPLICATIONS:
Faculty Leaders are responsible for reviewing and approving all student applicants to the program. Student applications should be evaluated on the following:

- GPA & Good Standing: The minimum UNT GPA for participation is 2.0, which is considered good academic standing at UNT. Faculty Leaders may set a higher GPA minimum for their program.
  Faculty Leaders must ensure students meet the minimum GPA of 2.0 (or the program minimum) and be in good academic standing with the university. SAO will not accept any students under 2.0 GPA or not in good standing. Both pieces of information are pulled directly from EIS into the student’s Studio Abroad application. If a Faculty Leader verbally accepts a student with less than a 2.0 GPA against this guidance, the Faculty Leader will be responsible for notifying the student that s/he is not eligible. Exceptions to the GPA requirement are only given in very rare cases based on extenuating circumstances (ex. personal/medical crisis impacting grades).
  The GPA pulled into EIS is the GPA up to the previous semester of coursework the student has completed. If a student’s GPA drops below the 2.0 threshold between when the student applies and the semester immediately prior to their departure, the student will be withdrawn for the program at the student’s cost. Students will be informed of this in the materials they sign, however the Faculty Leader should also be cognizant of this possible scenario. For this reason, faculty leaders may want to consider setting a slightly higher minimum GPA, such as 2.25, to provide a buffer against this scenario.

- Disciplinary Checks: All applicants are subject to a UNT disciplinary check performed by the Office of the Dean of Students and may take up to several weeks to complete. Please keep in mind that students who are not in good conduct standing with the university may be subject to rejection based on the details of their disciplinary record. SAO will review the DOS report and discuss it with the student and the Faculty Leader as needed.

- Other Eligibility Requirements: Faculty Leaders should evaluate students for any other program-specific criteria they have advertised on their website which must be advertised to students ahead of time. For example, Studio Abroad can be used to request electronic Letters of Recommendation if SAO is given at least one month to set up the questions requested.

- Application Forms and Materials: The application process consists of several short forms and requirements maintained by SAO. Additional forms and/or questions can be added upon request by the Faculty Leader. Leaders must ensure all materials are complete before accepting the student. Please keep in mind that although SAO does not anticipate changes
to the forms, changes may occur, and the Faculty Leader should go into individual student applications under the “Questionnaires” and “Materials” tabs to determine current materials requested.

- **Application Fee Payment:** Students are required to pay the $100 Application Charge at the time of application. Students may be withdrawn by SAO staff during periodic system reviews if they have not paid the application charge and their application has been inactive for several weeks.

- **Acknowledgment of UNT Email:** This ensures students understand all official communication will come to their UNT email. While the student may have a different email, please remember that SAO’s systems are automatic, thus you must encourage students to check ALL their accounts.

**STANDARDS ON FAMILIES OF STUDENTS:**
Student families (including dependents) may not be a part of course activities unless registered in the required courses.

**Student Orientations & Pre-Departure Considerations**

**STUDENT ORIENTATIONS:**
- **Student Orientation led by Faculty Leader:** Faculty leaders are responsible for running at least one program-specific orientation for all students that deals with the academic content, culture and location of the specific country where they are going. This must be scheduled after the final program deadline to ensure that all participants receive the same information.

- **Student Orientation led by SAO:** SAO is responsible for leading a mandatory general orientation for all students on generally applicable health and safety, UNT registration and academic considerations, etc. These will generally be held during the last few weeks of the fall and spring semesters. Faculty Leaders may also attend if they choose.

**FACULTY LEADER PRE-DEPARTURE MEETINGS:**
- **Faculty Leader Pre-Departure Meetings led by SAO:** Faculty Leaders are required to attend a mandatory Faculty Leader pre-departure training offered annually by SAO. Representatives from the BSS, Office of Risk Management, Office of General Counsel, Dean of Students, and the Student Health and Wellness Center to advise faculty on UNT policy, liability, responding to student issues and emergencies, and financial and travel requirements.

**INTERNATIONAL INSURANCE:**
- **Student Registration:** Students are automatically registered and pay for their health insurance as part of their program fee. Students will have online access to their health insurance card through their application portal after they are accepted.

- **Faculty Leader Registration:** Faculty Leaders will be manually registered through UNT’s “International Travel Database” by SAO staff. Faculty Leaders will have their insurance cards
available for electronic download and will be given a printed copy during the Faculty Leader pre-departure training.

- **STEP Program:** Faculty Leaders and individual students are required to independently enroll in the State Department’s STEP program as an additional risk management precaution. [https://step.state.gov/step](https://step.state.gov/step).

**OUTGOING BSS TRAVEL PAPERWORK:**

- **Disbursement Method:** Faculty Leaders are required to enable electronic funds transfer (EFT) in order to receive their travel monies through an automatic deposit into their bank accounts. Failure to set up EFT will result in a delay in receiving travel advance funds. Faculty Leaders can enroll for EFT at: [http://BSS.untsystem.edu/employee-eft](http://BSS.untsystem.edu/employee-eft)
  
  **NOTE:** This EFT process is different from EFT for payroll. Faculty are not automatically enrolled in BSS’s EFT program, even if receiving paychecks electronically.

- **Forms:** SAO will fill out the Travel Advance Worksheet based on the approved budget and final student enrollment. Faculty Leaders must sign and return the forms to SAO promptly, in order to receive program travel monies prior to departure.

- **Disbursement Timeline:** Travel advance monies will be disbursed per BSS policy, currently no more than five (5) days prior to departure. Only one cash advance per employee is allowed per trip. BSS processing timelines are not within SAO’s control.

**STUDENT POST-DECISION FORMS:**

Upon acceptance into a program, students must complete the following items:

- **Passport:** Each student is asked to upload a copy of their passport in their *Studio Abroad* application portal. Faculty Leaders can access passport information within *Studio Abroad* at any time if needed.

- **Health Clearance Form:** To be completed by a doctor as well as a mental health specialist, if requested by the doctor. Faculty Leaders can access this form via the student’s application portal. Faculty Leaders may NOT use the form to determine if a student should go abroad. However, if the Faculty Leader is concerned about an issue listed on the form, they should request a meeting with the Director of SAO to discuss the situation. Faculty Leaders should review the forms for important medical information and access the form in the event of an emergency.

- **UNT Authorization for Treatment:** Faculty Leaders will be given access to an original, signed copy of the Authorization for Treatment form for each student for use in the event of an emergency.

- **Emergency Contact Information:** Each student is required to submit an emergency contact through *Studio Abroad*. Faculty Leaders can access that information as needed.

- **Consent Release:** Provides SAO with authorization to be the student’s campus representative during their program and release appropriate information needed.

- **Statement of Responsibility and Authorization to Participate:** Outlines a student’s rights and responsibilities during their program, including behavior, payments, withdrawal, etc.

- **UNT Study Abroad Financial Obligation Agreement:** Since UNT will automatically drop students from a courses if there is not enough money plus anticipated financial aid in their
student account to cover tuition charges on the first day of classes, this document ensures students are aware of this issue and take time to make previous arrangements with SFAS to prevent being dropped. In the past, this issue has caused a lot of stress for students and a lot of SAO staff time assisting students with getting re-enrolled in their course after they have already departed the U.S.

- **Waiver, Release, and Indemnification Agreement**: Standard indemnification agreement.
- **Image Release & Waiver**: Allows UNT to use any photos or videos taken of or by students in promotional materials.
- **Additional forms requested by faculty or program vendor**: Varies by program.

### On-Site Responsibilities

#### INCIDENTS ABROAD:

- Faculty Leaders are responsible for handling and reporting all incidents abroad including behavioral issues, and medical and non-medical emergencies. For emergency situations, the Faculty Leader should contact SAO immediately. For non-emergency situations, the Faculty Leader must file an incident report within 72 hours of the incident through the online Study Abroad Incident Report Form on SAO website. Reports are evaluated by UNT officials from the Dean of Students Office, Risk Management and the Police Department. The Incident Report Form can be found at: [https://studyabroad.unt.edu/?go=incidents](https://studyabroad.unt.edu/?go=incidents)
- Faculty Leaders are considered “Campus Security Authorities” to align with the federal Clery Act: [http://clery.unt.edu/](http://clery.unt.edu/)
  - Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act is a landmark federal law, originally known as the Campus Security Act, which requires colleges and universities across the United States to disclose information about crime on and around their campuses. This includes all study abroad programs sponsored by UNT.
  - Faculty will be trained as Campus Security Authorities as part of the annual Preparedness and Emergency Response Seminar.

#### DISMISSING STUDENTS:

- Faculty Leaders are responsible for addressing student conduct that disrupts the program or violates the trip's behavioral expectations. SAO and the Dean of Students Office can assist faculty leaders with conduct issues.
- Faculty Leaders must set clear expectations with students about what conduct is not permitted. It is beneficial to discuss expectations that are different from what the student is used to at home or on campus (e.g., professionalism issues as a representative of UNT, alcohol issues in a country with a different legal drinking age, roommate issues in unique living environments).
- Address conduct issues with students promptly and fairly. The student should be able to respond to concerns prior to deciding the outcome of a situation. Consequences should address the behavior of concern. Again, SAO and Dean of Students Office can assist you.
• Document concerns received, conversations with students about concerns, and outcomes. Share this information promptly with SAO. Inappropriate behavior may be subject to the university conduct process in addition to action taken by the faculty leader.

• Dismissal from the program should only be undertaken in consultation with SAO. Faculty leaders considering dismissing a student from a program should be prepared to be challenged by the student regarding a decision to dismiss.

FACULTY LIABILITY:
Faculty Leaders are covered by all the same job protections while abroad as on campus.

Post-Program Responsibilities

GRADES:
Faculty Leaders must submit the grades for the courses taught through all regular UNT systems in accordance with all regular term deadlines.

BSS TRAVEL PAPERWORK AND RECONCILIATION:
• In accordance with BSS policies, Faculty Leaders must submit their travel paperwork for travel voucher reconciliation to the Study Abroad Office within five (5) days of their return to the U.S.
• If you plan to return to campus more than 5 days after the program end date, you must inform SAO so that we can make arrangements to receive your travel paperwork by mail.
• Each receipt should be labeled with the type of expense (meal, taxi etc.) and date of expense, put in the envelopes SAO prepared for Faculty Leaders, and recorded on the transaction sheet provided. Alternately, Leaders may choose to submit receipts electronically using images taken by their mobile phone using an app such a Drop Box.
• No foreign currency or U.S. cash, including coins, will be accepted when repaying a Travel Advance. You will need to write a check for the requested amount.
• Faculty Leaders who do not comply with BSS deadlines jeopardize the ability of UNT to provide travel advances for faculty led programs as well as for their own future UNT travel.
• Other important BSS guidelines:
  o Travel vouchers are due to BSS Travel within 7 business days of the last day of travel. At that time a notice will be sent regarding the overdue status. A voucher must be received by BSS Travel within 30 days or the DeptID will be charged the full amount and the delinquency of the traveler will be reported to internal audit. Any travel reimbursement vouchers or advance service requests for the employee will not be processed until documentation for overdue voucher is received.
  o In accordance with IRS directives, a reimbursement request for travel expenses must be submitted within 60 days of the last day of travel or the expenses will be treated as taxable wages.

PROGRAM ASSESSMENT:
Program evaluations will be disbursed to students within several weeks of the conclusion of each program. Faculty Leaders are expected to encourage students to complete SAO online program evaluation. The results of these evaluations will be shared by SAO with the Faculty Leader and the corresponding Chair and College/School-level study abroad contact.

**Miscellaneous**

**FERPA:**
The Family Educational Rights and Privacy Act of 1974, as Amended (FERPA) applies to all conversations about students, even during the marketing/recruitment stage. FERPA regulates all information, including academic, disciplinary, and medical. Given the sensitive information you will be privy to, a signed FERPA acknowledgement form for each Faculty Leader must be on file with the Registrar’s Office; if the Faculty Leader does not yet have one on file, the mini-course and form can be found at: [http://www.unt.edu/ferpa](http://www.unt.edu/ferpa)

**FACULTY CONDUCT:**
Faculty Leaders who violate any applicable laws in the U.S. or host country, or UNT policies, will be subject to removal from the program, including while in travel status. SAO and the applicable Chair and College/School will determine an action plan to minimize the impact on students as a result of the Faculty Leader’s status. SAO will defer to the university to respond in accordance with UNT policy. SAO will strive to maintain the integrity of the program as planned.

**1098T TAX FORM INQUIRIES:**
Students may ask you after the program concludes for information on the tuition and fee breakdown for each course for tax purposes. This breakdown will occur through Student Accounting systems, so the accurate information is reported in the 1098T form available for download through the student’s myUNT account. Please refer them to SAO for further questions.