

Operating Procedures for Study Abroad Programs

Policy 850

Date: August 30, 2006

- Faculty are encouraged to discuss their study abroad program concept with the Director of International Programs (Director), their department head(s) and other faculty before developing a proposal. Faculty and their department head(s) should consider how a program fits into the curriculum and meets the needs of students. In cases where a new program may conflict/compete with an existing program, discussion among faculty and program leaders is encouraged and some effort at coordination should be made.
- Faculty must develop and submit a proposal for their study abroad program. The proposal must follow the format of the Program Description and Budget template (Appendix A). The proposal is approved by the Department Head, who notifies the Director of their approval. The proposal is then sent to the Director for consideration by the International Programs Committee (IPC). Proposals for the next academic year are due by late August.
- Faculty should not commence recruiting (accepting applications, deposits, making brochures, etc.) for a new program until the program is approved by the IPC.
- The faculty must review their detailed program budget with the director. The budget should support the program fee charged to students. The director will report the successful reviews to the IPC. This review must be done annually.
- Faculty will submit their budgets to the Director of International programs every year for review and approval. The local funds accounts will be reconcile monthly in accordance with University Policy # 3100 and a copy given to the Director of International Programs.
- The budgets and reconciliations will be retained under the control of the International Programs Office for 3 years after the program ends.
- The IPC reviews the proposal and makes a recommendation to the Dean for approval. The Director conveys the Dean's decision to the other associate deans, VT Education Abroad office, the faculty and their department head. A copy of the approved proposal should be sent to the other Associate Deans and the appropriate department heads.
- Once approved by the Dean, the faculty member recruits students for the program and keeps the Director informed about program enrollments.
- If enrollment does not meet minimum requirements (14 students per faculty for summer and short-term programs), the Dean decides whether the program can be offered.
- The Pamplin College of Business International Programs Office will collect pre-departure forms and information for all college study abroad programs. Students will be informed they cannot participate in a program unless they submit their forms. The Pamplin College of Business International Programs Office will track students who do not submit forms. These forms and information are:
 - Study Abroad Application

- Emergency Contact and Information Release
 - Financial Agreement
 - Program Liability Agreement
 - Refund/Cancellation Policy
 - Code of Conduct Agreement
 - Honor System Records Release and Student Conduct Record Release Waiver
 - Academic Review
 - Any additional forms required by department/college/university or study abroad provider (e.g., IES)
- The International Programs Office will provide student rosters to the Education Abroad Office for tuition billing.
 - Consistent with Presidential Policy Memo 225, the faculty member reports student information to VT Education Abroad. The faculty member obtains the necessary signatures on the Checklist of Administrative Responsibilities for Education Abroad Programs.
 - The Pamplin College of Business International Programs Office will collect Banner reports which show the students in a program and how much they have been charged and paid. The Director of International Programs will review the reports. The Study Abroad Specialist will enter these charges to the student accounts. The monthly Departmental Charge/Payment report will be created, reconciled, signed and retained by the Director of International Programs.
 - The International Program Office is responsible for keeping copies of these student forms, a program brochure, program website pages and the program's financial records for three years after the completion of the program. They will be destroyed three years after the end of the program.
 - After the program is completed the faculty member and the International Programs Office should provide an expenditure summary to the Associate Dean for Administration.
 - A one to two page post-program report of the program should be submitted to the Director, department head, and VT Education Abroad. Individual student names should not be used in the report due to privacy concerns.

Change Log

Date Change: Change By: Summary of Change

Date Change:	Change By:	Summary of Change
08/09/13		