

**METROPOLITAN STATE UNIVERSITY OF DENVER**



**STUDY ABROAD POLICIES**



**FOR FACULTY-LED  
AND FACULTY-CHAPERONED  
STUDY ABROAD PROGRAMS**

**Updated August 2019**

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## **I. INTRODUCTION**

This document lays out the policies governing the conduct of short-term faculty-led and faculty-chaperoned study abroad programs.

A faculty-led program is designed and directed by a member of the faculty of the Metropolitan State University of Denver who is responsible for the content of the course, for providing or directly supervising course instruction, and for assigning grades in the course. For such programs, students are awarded MSU Denver credit with grades and the faculty member either teaches the course as on-load (Department-funded) or is paid a salary through Extended Campus (cash-funded). If a faculty member's regular summer teaching load is 9 credits, then he or she will not be eligible to receive additional salary for teaching a study abroad course during Maymester or Summer. Also, under University Policies, a Department Chair wishing to direct a study abroad course will not be eligible to receive additional salary.

A faculty-chaperoned program is a course for which the instruction is directly provided by a foreign institution and where the student is assigned a grade by that institution. There is a faculty chaperone who accompanies a cohort of students and who is available at all times to assist the students both academically and logistically, but who is not responsible for directly supervising or providing course instruction, or for assigning grades in the course. Upon documented successful completion of such courses, students will be awarded transfer credit. For such courses, the faculty member is paid a stipend that is built into the student budget.

## **II. WHO MAY LEAD OR CHAPERONE A STUDY ABROAD COURSE?**

1. Any full time tenured, tenure-track, or Category II faculty member.
2. Any full-time administrator teaching on behalf and with the approval of an academic department.
3. Any emeritus faculty member who has previously led a study abroad program.
4. Affiliate faculty members may co-teach, and staff members may accompany a study abroad course under the direction of a full time faculty member.

## **III. CHOICE OF DESTINATION**

Several factors should be considered in selecting the destination for a study abroad course. Among them are the following:

1. The location should match the expertise of the faculty leader and should advance the attainment of student learning objectives for the course.
2. The program leader should be familiar with the program destination. If not, the leader is encouraged to consult with the Office of International Studies about the possibility of a site visit.
3. The program leader or an assistant should be reasonably fluent in the language of the program destination.
4. The destination should not expose program participants to unacceptable risk, of either personal safety or health.
5. Preference should be given to destinations that are reasonably affordable.

## **IV. TIMING OF STUDY ABROAD PROGRAMS**

To conform with the Federal Student Aid regulations, the timing of study abroad programs should be consistent with the university's defined semesters. Appendix A defines to which semester course credit will be attached, depending on the timing of coursework (both pre-departure and post-return) and of travel abroad.

## V. TUITION AND FEES

For study abroad courses that are cash-funded, the tuition is determined by Extended Campus. Faculty should contact Ms. Cheryl Sipe at the Extended Campus (303-721-1313) for the appropriate tuition amount.

## VI. ACADEMIC REQUIREMENTS

1. Any faculty-led study abroad course must have a Regular Course Syllabus or an Omnibus Course Syllabus per the Curriculum Guidelines, Policies, and Procedures. As specified in those policies, an Omnibus Course may be offered no more than three times. Only approved curriculum will be considered for approval as a faculty-led study abroad course. The faculty member proposing the study abroad course is responsible for ensuring that all necessary curriculum approvals are obtained before submitting the Study Abroad Application packet for review by the university International Education Committee.
2. Study abroad courses must follow the same credit hour rules as on-campus courses. In particular, the determination of credit hours must be consistent with Chapter V of the Curriculum Guidelines, Policies, and Procedures. **One semester credit hour** corresponds to a total of at least **15 hours** (@ 50 minutes per hour for a total of 750 minutes) of faculty base contact hours plus an additional **30 hours** of additional student work hours (i.e. out-of-class work), or its reasonable equivalent. Field experiences in which student learning is not directed by either the faculty member or a guest lecturer may count toward the 15 faculty base contact hours at the ratio of 2:1 (2 hours of field work = 1 hour of directed instruction). Additional student work may consist of reading, writing, or research assignments, exam preparation, or similar activities.
3. Study abroad course proposals should include an approved Regular Course Syllabus or Omnibus Course Syllabus *and* a copy of the detailed syllabus that will be distributed to students. The course syllabi should indicate the number of additional student work hours, and the syllabi that will be distributed to students should feature assignments, exams, etc. that plausibly align with the number of additional student work hours stated on the Course Syllabus.
4. Study abroad courses should advance the following Study Abroad learning outcomes that have been identified by the Office of International Studies:

Students who study abroad will be able to:

1. Assess how the host country experience contributed to personal growth and awareness of self as a member of the global community.
2. Recognize different cultural practices and explain why other cultures value these practices.

The Office of International Studies will assess the Study Abroad learning outcomes through the use of a student survey, the results of which will be shared with the faculty member/s.

5. Study Abroad courses may be advertised to the general public and enroll participants who are not degree-seeking students, **but every participant in a study abroad course must be an enrolled MSU Denver student.** Study abroad courses are not available through the Metro Meritus program.
6. Spouse and unmarried domestic partner of the study abroad faculty leader is permitted to accompany a study abroad program as a non-participant. The accompanying family member will be required to sign a release of liability and be responsible for all his/her own costs.
7. All Study Abroad courses must include a pre-departure orientation meeting addressing:
  - Logistical details (students must be provided with a detailed daily itinerary showing arrangements for travel, accommodation and meals);
  - Preparation for the study abroad experience;
  - Behavioral expectations, the code of conduct and security concerns.Orientation meetings do not count as part of the credit-hour content of the course.

## **VII. COURSE APPROVAL PROCESS: NEW COURSES**

Faculty members who wish to lead **new** study abroad programs are required to submit a completed Study Abroad Course Approval Form, together with appropriate supporting documentation. This form and the guidelines for completing it (Study Abroad Guide for Faculty) are posted on the website of the Office of International Studies (OIS). The OIS staff are available to help faculty at every stage of the process of developing a new proposal, especially with the logistical arrangements.

**Please note that no deposits may be collected from the students and no payments distributed to service providers, until the course, be it a new or a repeat course, has all the required approvals. Any exceptions must be approved in advance by the Provost.**

The completed Study Abroad Course Approval Form addresses the course academic content, and in particular the enhancements brought to the course through the international experiences. It requires the following approvals.

1. Approval of the **Department Chair**. It is the responsibility of the department to ascertain that the proposal meets all academic requirements.
2. Approval of the **School Dean**.
  - The School Dean may elect to form a School committee to review proposals with regard to academic content, and to advise the Dean.

The approved Study Abroad Course Approval Form is then forwarded to the OIS. The OIS will forward a copy of the complete proposal packet to Extended Campus, to the Office of Financial Aid and Scholarships, and to the University International Education Committee.

## **DEADLINES FOR SUBMISSION OF NEW PROPOSALS (to the Office of International Studies)**

<b>Proposal Deadline</b>	<b>Academic Semester</b>
<b>February 1</b> <i>(calendar year in which program will run)</i>	Fall Semester Course
<b>March 1</b> <i>(calendar year before program will run)</i>	Winterim/Spring Semester Course
<b>August 15</b> <i>(calendar year before program will run)</i>	Spring Semester Course
<b>October 1</b> <i>(calendar year before program will run)</i>	Maymester/Summer Semester Course

The combined Proposal Packet then requires the following approvals:

3. Approval of the **University International Education Committee**.
4. Approval of the **Executive Director of International Studies**.
5. Approval of the **Provost/Vice President of Academic and Student Affairs or designee**.

**Note:** Any major changes in the proposed course subsequent to its approval will require notification of the Executive Director of International Studies and approval of the same and of the Provost/ Vice President of Academic and Student Affairs or designee.

### **VIII. COURSE APPROVAL PROCESS: REPEAT COURSES**

A Study Abroad course, once approved, may be offered up to **three** times within **five** years without being subject to the full approval process outlined above, provided that the learning experience is unchanged. In particular, a repeat proposal must be to the same country of destination, be for the same credit hours, and produce the same learning objectives.

For a repeat proposal, the faculty leader should submit to the Office of International Studies a revised Study Abroad Course Approval Form, which includes the approvals of the Department Chair and Dean, along with the detailed itinerary and budget. The OIS will forward a copy of the complete proposal packet to Extended Campus, and to the Office of Financial Aid and Scholarships.

#### **DEADLINES FOR SUBMISSION OF REPEAT PROPOSALS** **(to the Office of International Studies)**

<b>Proposal Deadline</b>	<b>Academic Semester</b>
<b>March 1</b> <i>(calendar year in which program will run)</i>	Fall Semester Course
<b>September 15</b> <i>(calendar year before program will run)</i>	Spring Semester Courses (including Winterim)
<b>November 1</b> <i>(calendar year before program will run)</i>	Maymester/Summer Semester Course

Repeat proposals will be reviewed by the Executive Director of International Studies and the Provost/Vice President of Academic and Student Affairs or designee.

## **IX. COMPOSITION AND DUTIES OF THE UNIVERSITY INTERNATIONAL EDUCATION COMMITTEE**

The University International Education Committee will consist of:

- One or two faculty representatives from each School, appointed by the Dean of the corresponding School or elected, at the Dean's discretion. Representatives will serve three-year terms.
- The Committee Chair will be elected from among the committee members.

The Provost/Vice President of Academic and Student Affairs or designee and the Executive Director of International Studies will also serve as ex officio members of the University Committee.

The general duties of the University International Education Committee are:

1. To review, and recommend on, new study abroad course proposals, ensuring quality educational experiences in alignment with study abroad best practices.
2. To review and recommend changes regarding procedures and policies concerning study abroad courses.
3. To assist the Executive Director of International Studies with advice and recommendations on issues related to international education as appropriate.

## **X. POST TRIP REPORTS**

Upon the completion of a study abroad course, the faculty leaders must submit a report to the OIS. Each year, the University is required to submit a summary compilation of these reports to the Colorado Department of Higher Education. The report must include the following information:

1. Number of participants in the course;
2. Number of participants receiving credit;
3. A summary of the results from Section 2 [Teaching Improvement Questions] of the Student Ratings of Instruction. The questions in Section 2 of the SRI should be tailored to the international learning experience;
4. Overall accomplishments of the course;
5. Specific problems encountered;
6. Suggestions to improve a future course.

*This report must be submitted to the Office of International Studies by the beginning of the semester following return.*

## **XI. FACULTY SALARY**

Most Study Abroad courses are cash-funded through Extended Campus, and for such programs all costs such as faculty salary and benefits must be generated from the tuition paid by the participants. For questions, please contact Extended Campus at 303-721-1313.

## **XII. FACULTY ROLE AND RESPONSIBILITIES**

The faculty member leading the study abroad course is responsible for following all appropriate University policies. For specific duties relating to study abroad courses, consult the Study Abroad Guide for Faculty, and the OIS.

## **XIII. STUDENT RESPONSIBILITIES**

All participants in a study abroad course must observe the following requirements.

1. All participants must be admitted to MSU Denver and be officially enrolled in the study abroad course.
  - **Exception.** Family members of the program leader(s) may accompany the study abroad program as non-participants provided that they are at least 18 years of age, meet all of their own expenses, and sign a release of liability.
2. Each participant must complete and sign appropriate waivers and agreements as determined by the University and the OIS.
3. Each participant is responsible for securing a valid passport and any appropriate visas and immunizations.
4. Each participant must have health insurance that includes coverage for emergency medical evacuation and evacuation of remains. Coverage must apply en route as well as in the host country.
5. Students may use their financial aid award to participate in a study abroad course.

## **XIV. RISK MANAGEMENT**

Issues of safety and security are an important concern in the conduct of study abroad courses. Faculty should refer to the U.S Department of State for country information and travel advisories, and to the Centers for Disease Control and Prevention (CDC) for information regarding their destination(s) Travel to destinations with a Department of State warning level 3 or 4 must go through an additional level of conversation with Dr. Thobhani and then with executive leadership to determine the viability of the program. . The Office of International Studies in partnership with the faculty leader is responsible for making students aware of travel risks.



## Appendix A: Timing Models for Study Abroad Programs

(Note: The following Study Abroad Course Timing Models are subject to revision per the University's policies regarding term start and end dates).

Semester	Option	Timing Details
Fall	A – Fully within semester	Pre-departure coursework prior to Fall break, travel during Fall break, post-return coursework as applicable
Spring	A – Fully within semester	Pre-departure coursework prior to Spring break, travel during Spring break, post-return coursework as applicable
	B – Travel during Winterim	All academic work and travel during Winterim (maximum 3 credit hours)
	C – Travel during Winterim	2-credit hour course with travel in Winterim linked to a separate Fall term 1-credit hour course
	D – Travel during Winterim	Travel during Winterim, post-return coursework during Spring
Summer (Specify part-of-term)	A – Fully within semester	Pre-departure coursework, travel, and post-return coursework as applicable within dates of the term
	B – Travel during Maymester	All academic work and travel during Maymester (if it is at least 17 days, pending decision about summer terms)
	C – Travel during Maymester	Travel during Maymester, post-return coursework during the term

### Notes:

1. Financial aid distribution generally takes place 10 days prior to the start of the semester for which a course is scheduled. Loan funds (Direct Stafford, Parent Plus, or Alternative Loans) are distributed in two disbursements: the 1<sup>st</sup> disbursement 10-days prior to the first day of the semester and the 2<sup>nd</sup> disbursement the day after Census Date. Currently summer semester is excluded from the two disbursements rule for loan funds.
2. Financial Aid considers Maymester a part of regular summer term, and considers Winterim a part of the Spring term. Financial aid is not disbursed separately for Maymester and Winterim dates.

## Appendix B: Calculation of Credit Hours, from the Curriculum Guidelines, Policies, and Procedures

### CALCULATION OF CREDIT HOURS

The Colorado Commission on Higher Education (CCHE) has policies on calculating the credit hours earned by students based on the time expended by students and faculty.

CCHE has established the following definitions:

1. A *Faculty Base Contact Hour* is the number of scheduled minutes of instructional activity involving direct contact of faculty with students in a given term utilizing a particular method of instruction. It is a minimum of 750 minutes or fifteen 50- minute hours per semester. The number of credit hours received for a base contact hour varies with the type of instructional activity. For example, if the instructional activity is a laboratory, it takes two contact hours to generate one credit hour whereas if the instructional activity is a lecture, one contact hour will generate one credit hour. The table — Rules for Type A Instructional Activities — shows CCHE’s minimum guidelines.
2. A *Student Base Clock Hour* is the number of minutes the average student would invest in educational activity in a given term utilizing a particular method of educational activity. It is a minimum of 750 minutes on the part of the student. The number of credit hours received for a student base clock hour varies with the type of educational activity. For example, if the educational activity is a practicum, the student will need to spend two clock hours to justify one credit hour whereas if the educational activity is an internship, the student will need to spend three clock hours for one credit hour. The table — Rules for Type B Educational Activities — shows CCHE’s *minimum* guidelines.

To help standardize the relationship between time spent and credit hours, CCHE has divided methods of instruction into three types:

- Type A (instructional — uses faculty contact hours),
- Type B (educational — uses student clock hours), and
- Type C (nontraditional methods of instruction).

**Type A** instruction consists of those methods in which the consumption of faculty resources by the student is reasonably concrete and measurable. In this type of instruction, measurement is usually expressed in terms of contact hours between the faculty and student. The table on the following page shows the relationship between contact hours and credits. For courses taught using several methods, *e.g.*, lecture and laboratory, the credit value is calculated by using the sum of the various methods.

**Type A** Banner Schedule Types are also shown in the table below. (Banner is the University’s administrative software system.) This coding permits MSU Denver to conduct studies by instructional method and to calculate the minutes required by CCHE. The code is required on the official syllabus so that it can be entered into Banner. Schedule types have been established for courses using more than one instructional method.

Rules for Type A Instructional Activities					
Minimum Number of Faculty Base Contact Hours or Minutes Needed to Generate One Credit Hour					
Type A Instructional Activity	Definition	Faculty Base Contact Hours	Total Minutes	# of min./week for 15 weeks	Banner Schedule Type
Private Instruction	Formal presentation in a one-to-one relationship between student and instructor	0.5	375	25	Y
Lecture	Formal presentation, primarily one-way communication by the faculty	1.0	750	50	L
Recitation; Discussion; Seminar	Two-way (student and faculty) communication of course materials	1.0	750	50	Q or M
Laboratory: Vocational/ Technical	Instructional activities involving training for employment in which faculty take an active teaching role	1.5	1,125	75	X
Laboratory: Academic or Clinical	Instructional activities conducted by the faculty that require student participation, experimentation, observation, or practice	2.0	1,500	100	A
Physical Education and Recreation Activity Courses	Physical education activities conducted by the faculty that are designed solely for the development of skill proficiencies	2.0	1,500	100	2
Studio – Art	Painting, sculpture, other lab- type activities conducted by the faculty	2.0	1,500	100	O
Field Instruction	Instructional activities conducted by the faculty and designed to supplement and/or extend an individual course or classroom experience	2.5	1,875	125	F
Studio – Music	Band, ensembles, music labs, and the like conducted by the faculty	2.5	1,875	125	Z

**Type B** instruction includes those methods where the measurement of faculty resource consumption by students is less definitive and varies depending on the activity. The activities occurring in these areas are defined as a “contractual relationship” between faculty and students. Most Type B activities are defined in terms of Student Base Clock Hours which represent a minimum of 750 minutes. With Student Base Clock Hours, the emphasis switches from the time the faculty and student are in contact to the amount of time the student will devote to the activity. The relationships between credit hours and student base clock hours are shown in the table below.

Rules for Type B Educational Activities					
Minimum Number of <i>Student Base Clock Hours</i> or Minutes Needed to Generate One Credit					
Type B Instructional Activity	Definition	Student Base Clock Hours	Minutes	# of min./ week for 15 weeks	Banner Schedule Type
Practicum; Clinical Practicum	Work-oriented instruction involving the implementation of classroom or laboratory experience under the direct supervision of a faculty member	2.0	1,500	100	P
Student Teaching	Faculty supervised learning experience in which student applies knowledge gained in the teacher education program to a classroom setting.	2.5	1,875	125	D
Internship; Clinical Internship; Cooperative Education	Work-oriented instruction involving the implementation of classroom or laboratory experiences coordinated by a faculty member	3.0	2,250	150	N
Independent Study	Student project or other required activity with minimal associated faculty direction	Institutionally Defined See Section V. F. 2. f.			I
Alternative Delivery	Course utilizing alternative methods for the delivery of instruction	Institutionally Defined See Section V. H.			Depends on Method
Study Abroad	<b>An instructional mode involving travel to another country and conducted by the faculty</b>	<b>Institutionally Defined – MSU Denver uses 2.0 base contact hours or 1,500 minutes</b>			<b>G</b>

### APPENDIX C: Study Abroad Evaluation – Work in progress