* June 2020. Temporary until further notice Mandatory Provider

In an effort to ensure better protection for students, faculty, staff and institutional reputation, Faculty Led program leaders must work with third party Study Abroad Program Providers and/or Partner Institutions with in-country representation for all locations in which the proposed study abroad program will operate.

Study Abroad Office Travel Policy

This policy supplements the University’s International Travel Policy. The Study Abroad Office reserves the right to amend, suspend or cancel a program or other travel (prior to departure or in progress) if facts and circumstances are such that the Study Abroad Office concludes that the traveler’s health, safety and well-being may be jeopardized or would be inconsistent with applicable U.S. government sanctions or export control laws. Key indicators for evaluation include Department of State Travel Advisory level, CDC guidance, entry or re-entry restrictions, and restrictions on traveler mobility (e.g., quarantine, lockdown, flight restrictions, among others).

Financial loss resulting from such cancellation is primarily the responsibility of the program participants, but the Study Abroad office will make every effort to make decisions about amendment, suspension or cancellation in a time frame that minimizes financial loss for participants.

Facilitation of Student Travel

Any faculty member considering travelling overseas with a student(s) and/or facilitating an overseas experience for a student (both for credit or not for credit) must consult the Study Abroad Office to ensure they are in compliance with Ball State University Study Abroad and Risk Management policies.

All student group travel facilitated by a Ball State University Representative must be facilitated by the Study Abroad Office.

Faculty Leader eligibility to lead programs

Faculty Leaders/Co-Leaders/Program Assistants must be approved by sponsoring academic unit.

Faculty Leader Compensation (as of July 2014)

The Faculty Leader’s teaching salary will depend on the number of credit hours s/he is teaching and the faculty member’s rank. A 10-month tenure track or contract faculty member will be paid 7.5% of base salary for each three credit course taught abroad. Other 10-month faculty will be paid $2,500.00 per three-credits of teaching. Salary will not be paid to 12-month salaried employees, but program costs will be covered.
**Mandatory Program Assistant**

All study abroad programs with only one Faculty Leader MUST have a Program Assistant to take a leadership role in the event of the Faculty Leader’s incapacitation. If two Faculty Leaders will be participating on the program for the duration of the program, there is no need for a Program Assistant. In programs that utilize multiple locations, the Program Assistant must travel with the program. In programs that remain in one location, the Program Assistant may be a capable and willing in-country partner who can be on-call 24/7 to step-in in the event of emergency. Generally, the Program Assistant expenses are paid thru through the student program fee, similar to the faculty leader. In most cases the position is unpaid, however their costs (airfare, accommodation, excursions, etc.) are covered. Although this incurs additional expense to the student participants, student and faculty safety and university liability risk mitigation makes this requirement necessary.

The Program Assistant can be any responsible person the Faculty Leader is comfortable in this position, however the following eligibility criteria:

- The Program Assistant must be available 24/7 for the duration of the program.
- The Program Assistant cannot be a participant on the program, nor receiving academic credit and/or a grade for their assistance.
- The Program Assistant cannot be a spouse or dependent of the Faculty Leader.
- Any non-BSU affiliated Program Assistant may be subject to a Criminal Background Check prior to participation approval.
- Program Assistants and Faculty leaders should make an effort to provide gender diversity in leadership (male/female Faculty Leader travel with female/male Program Assistant), to ensure students have as full as possible support for gender issues/concerns that may arise during the program.

**Participant Enrollment Threshold**

Each program must be proposed for a minimum of 10 participants (based on on-campus standards for course delivery). If the proposal requests more than one faculty member to participate in on-site delivery of the onsite course(s), and receive salary/compensation, approval must be received from the sponsoring academic department’s Chair noting that faculty compensation may need to be adjusted based on the tuition generated from course registration.

If a program is allowed to move forward with less than 10 participants, the study abroad Office must receive written approval from the Department(s) Chair(s) approving the under enrolled course, AND faculty leader salary may be prorated based on the number of students.

Once the final budget is approved, the cost per student cannot increase.

Any surplus funds resulting from airfare decrease must be refunded back to the participants. The faculty leader must provide Rinker Center for Global Affairs with contracts outlining services and costs provided by non-BSU providers.

If a program has less than minimum enrollment, the program may be able to go forward, however a revised budget will be required. Any financial shortfall will have to come either thru mutually agreed upon revisions to components of the program (i.e. the faculty member, participants, and Director of Study Abroad all must agree on the cost saving revisions such as a reduction in the number of Faculty Leaders, or removal of Faculty Leader expenses) or from external funding sources.
• The Faculty Leader work with the Coordinator of Faculty Led Field Study budgets to revise the original budget and add an additional outside revenue stream that keeps the cost per student unchanged. The additional revenue stream can come from any source including departmental/college support, grants, or faculty leader absorbing personal expenses. Under no conditions will the program cost increase to the students.
• The Faculty Leader will provide the Study Abroad Office with an approval from their Chair(s) to allow the under enrolled program to continue.

If a program has less than minimum enrollment, and it is determined that the shortfall cannot be made up, the program will be cancelled (determination of enrollment required approximately six weeks prior to departure) and participants will receive a full refund for any deposits paid.

Program Budget
When determining the expenses included in your final budget, it should be noted that upon completion of the program, any non-emergency related program deficits must be covered by the faculty member or their academic department or college. Rinker Center for Global Affairs cannot cover program deficits.

The Faculty Leader should consult with the sponsoring academic college’s Coordinator of Faculty Led Study Abroad Program budgets to determine the earliest date of any invoice payment that will result in non-recoverable expenses. The Faculty Leader should notify the Study Abroad Office to set the student program application deadline at a date no later than business two days prior to first invoice payment date to ensure no financial commitment if the program is under enrolled/cancelled.

Non-BSU students and community members on programs
Non BSU Student
Any non-BSU student who wishes to participate on a BSU Study Abroad Program must enroll with the Registrar’s Office as a BSU Guest Student and pay BSU tuition and fees for their program [http://cms.bsu.edu/academics/collegesanddepartments/online/academics/admissions/applynow/guest](http://cms.bsu.edu/academics/collegesanddepartments/online/academics/admissions/applynow/guest)
The non-BSU student must pay all program costs prior to departure on the program, and submit all participant documents in the Study Abroad portal by deadline. BSU Guest students will count in the program participant minimum threshold and receive a BSU transcript.

Community Member
Any non-student participant will be considered a Community member participant and will be subject the following criteria:
• The community member participant may be subject to a criminal background check prior to approval. They must submit application materials consisting of Liability, Emergency Contact and Insurance documentation provided by the Study Abroad Office.
• The community member must pay all program costs in full with the application materials.
• The community member does not pay BSU tuition and fees.
• The community member’s participation does NOT count in program participant minimum thresholds.
• The community member will not receive a BSU transcript.

Accompanying Family Members
Program Faculty Leaders may decide to bring family members with them on the program. This is permitted, although the Study Abroad Office reserves the right to impose limits and/or conditions on the roles, activities, and presence of family accompanying members. These limits and conditions are based solely on concerns related to health, safety, security, and liability as determined by BSU. The following policies describe the limits and/or conditions that apply to family members accompanying faculty.

Employment: As a general rule, family members of the Faculty Leader may not be hired to perform duties if those duties are under the general supervision/direction of the Faculty Leader. Liability: Family members and dependent children participating in a program, like students, must sign an Assumption of Risk and Release form. Family members and dependent children are responsible for their own insurance coverage and safety during the program.

Accommodations: Faculty Leader family members may share accommodations provided that such sharing is allowed by the housing provider. The program budget cannot cover housing expenses for family members. Under no circumstances should family members share accommodations with students (unless those family members are also enrolled in the program as BSU credit-earning students).

Excursions/Travel: Family members may participate in program excursions and field trips, provided such transportation costs do not inflate the cost of the excursion, and that the logistics provider allows for family participation. Program excursions are planned to accommodate all students plus the faculty. If there are no extra seats on bus, boat, etc., the program will not arrange for a bigger mode of transportation, therefore inflating the cost. Family members must arrange for their own transportation at their own expense.

Excursion Expenses: If participating in group excursions, family members must pay for expenses separately from the group. At no time should program funds be used to pay entrance fees for family members.

Group Meals: If participating in group meals, the program director must reimburse the program for any expenses incurred by family members if a separate bill cannot be obtained. Program money cannot be used to buy meals for accompanying family members.

Minor Children: Minor children accompanying program leaders must be adequately supervised at all times. The presence of minor children or other family members should not disrupt or alter the study abroad program in any way.

**Motor Vehicle Usage on Programs**

Ball State University discourages students and faculty from operating motor vehicles abroad, but recommends that those who plan to operate a motor vehicle obtain liability and collision insurance that will cover them in the applicable foreign countries. All Motor Vehicle Travel as an approved component of the program must ensure motor vehicle liability and collision insurance that will cover them in the applicable foreign countries.

Any BSU faculty driving on University Business must have a valid license and be approved to drive by Transportation Services. “University Business” means those activities that further the mission of the University and, in the case of an employee of the University, are within the scope and authority of that
person’s employment. Driving on authorized University Business includes operating university owned, leased, or rented vehicles as well as personally owned, leased or rented vehicles.

Approved drivers must follow all Transportation guidelines while driving on University Business and must continuously self-evaluate driving performance to insure it remains in compliance with the Driving Privileges Policy.

**Faculty Leader Conduct**

The Faculty Leader accepts the responsibility of understanding the content of the Faculty Leader Handbook and abiding by its policies and processes. In addition, just as students must abide by BSU conduct rules, policies and guidelines while on the program, Faculty Leaders and program staff must adhere to BSU policies as well. Some, but not all, of the possible examples of unacceptable conduct are:

- Reporting to work under the influence of alcohol or illegal drugs, or using alcohol or illegal drugs on the job
- Stealing state property or funds, or knowingly misusing state property
- The willful violation of known or written work rules
- Jeopardizing the safety of persons or property
- Inappropriate relations with students

Failure to abide by any of the policies contained in this handbook, or the BSU conduct rules, may result in cancellation of the program, ineligibility to lead future study abroad programs, and additional disciplinary measures dependent on the nature and severity of the offense.

**Incident Reports**

Faculty Leaders are required to contact the Study Abroad Office about any criminal/medical/psychological/behavioral incidents that take place on the program. Faculty Leaders are required to complete an incident report for all criminal/medical/psychological/behavioral incidents. An initial report should be submitted to the Study Abroad Director within 24 hours of the event, or as soon as possible afterwards.

**Program Cancellation**

In the event that the University determines that the health and safety of program participants is in jeopardy, it is possible that a program may need to be cancelled. If appropriate and feasible, moving the group to a different site may be an alternative to cancellation. The decision will be made by the Study Abroad Office, in conjunction with the Faculty Leader.

If the cancellation occurs before or soon after the program begins, every effort will be made to refund recoverable costs to the participants. If the emergency occurs toward the middle or end of the program, it may be best to evacuate the group back to the U.S., but to make arrangements to continue the coursework through a form of independent study, rather than cancel the program altogether.

If a program is not cancelled, but an individual student feels uncomfortable about going abroad or remaining on-site, they should be allowed to withdraw. The Study Abroad Office would not be obligated by policy to offer a refund in this situation, but would, in practice, reimburse any recoverable costs.
Ball State University is willing to provide assistance when possible, so that students in a crisis situation will not be unduly penalized either academically or financially. The exact extent of the University’s support would be determined by the nature and circumstances of the situation itself.

Expense Reconciliation
Submit all receipts and expense worksheets to the Coordinator for Budgets upon your return. Generally, the account should be reconciled within 30 days of completion. All original receipts should be taped to 8-1/2” x 11” sheets of paper in chronological order (be careful not to cover any text with tape, as that will cause the ink to disappear and you might not be reimbursed). Total all receipts to get a total expense amount and submit to the Coordinator for Budgets.

If receipts are missing and the faculty member has information on the eligible expenses, including: date, amount, and reason for purchase, the University allows them to complete a Missing Receipt Form. The form is signed by the traveler and the Chair. It is submitted with other receipts for cash advance clearing or reimbursement.

Once verified, a Travel Expense Voucher will be prepared. If reimbursement is due to you, the Accounting Office will deposit the funds directly into your bank account. If money is due to BSU, you will need to make a check payable to BSU at that time. Upon conclusion of the reconciliation process, the Coordinator of Budgets will provide the Study Abroad Office a report on total number of participants, a line item surplus/deficit of program expenses, and a clarification of how the surplus was dispersed or deficit covered.

Final Report
Within 30 days of the close of the program, the Faculty Leader should submit a summary report to the Director of Study Abroad that addresses the topics below. Reports must be received by the Study Abroad Office before any future faculty led programs will be approved.

- Name, dates and location(s) of the program
- Participant selection process (target audience, vetting process, exceptions, etc.)
- Number of participants and an overall description of the group as a whole (credit/non-credit enrollment, graduate/undergraduate, Non-BSU students, Non-students)
- Description of participant preparation i.e., pre-departure orientation, student arrival and orientation, on-site preparations etc.
- Summary of grade distribution
- Indication of how program met its mission
- Describe any aspects of the program that have changed from the original proposal or a previous iteration of the program
• Provide information on any instances concerning student health and safety, including disciplinary problems: explain incidents that occurred or concerns that you or others might have regarding these issues.

• Overall recommendations for the program in the future

• Budget Reconciliation report indicating approved expenses vs. actual expenses

Note: Reports should be sent electronically (as attached files) to the Director of Study Abroad.