

Short-Term Study Abroad



Program Directors' Handbook

Collecting Applications

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Stop!

Don't start booking or purchasing for your study abroad program yet. Wait until after the application deadline has passed and the Program Director Meeting (which includes p-card training) has been held.



Next Steps and Timeline

Any changes to the program proposal after it has been approved must be made using the [Request to Change Approved Proposal form](#).



Review the directory listing

Email the Office of Learning Abroad if any changes need to be made

Promote, promote promote!

Recruit students to apply for your program

Review the submitted applications



Short-Term Program Application Deadlines

November 1

Winter and fall break program application deadline and application fee/down payment due

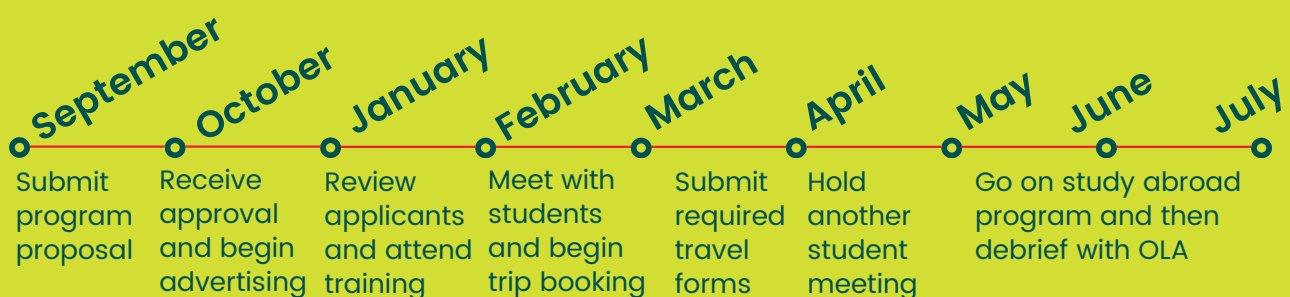
December 15

Spring break program application deadline and application fee/down payment due

January 15


Summer program application deadline and application fee/down payment due

General Summer Study Abroad Timeline



Reviewing the Directory Listing

After your study abroad program proposal has been approved, the Office of Learning Abroad will post information about the program on their website alongside an application form. This is the application prospective participants will need to submit in order to participate in your study abroad program. The application form includes a section for academic information, general demographics, short essays, and recommenders. OLA will notify you when your program's listing has been published. Please review the listing to ensure that it is accurate. You can locate your program's directory listing by following the directions below.




Go to suu.edu/studyabroad and click on the "Program Directory" button

The screenshot shows the 'Office of Learning Abroad' website. At the bottom, there is a red button labeled 'Program Directory: Find and Apply for a Study Abroad Program'. An orange arrow points from the text to this button.



Use the program directory to find your program. Search by subject, country, or term. Click on the name of your program when it appears.

The screenshot shows the 'Study Abroad Programs' directory. It features search filters for 'Select Subject', 'Select Country', 'Select Term', and 'Reset Filters'. Below the filters is a grid of program categories such as ACCOUNTING, ANTHROPOLOGY, ART, BILINGUAL, BUSINESS, CHEMISTRY, COMMUNICATION, CRIMINAL JUSTICE, DANCE, ECONOMICS, ENGLISH, ENVIRONMENTAL SCIENCE, FILM & VIDEO STUDIES, FINANCE, GRAPHIC DESIGN, HISTORY, INTERNATIONAL RELATIONS, INFORMATION SYSTEMS, JOURNALISM, LANGUAGE, MANAGEMENT, MARKETING, MUSIC, POLITICAL SCIENCE, PSYCHOLOGY, PUBLIC AFFAIRS, and THEATER ARTS. An orange arrow points from the text to the search filters.



A description of the program will appear on the right of your screen with the "Apply" button at the top.

The screenshot shows a program listing for 'American College of Greece'. It includes a red 'Apply' button at the top. An orange arrow points from the text to the 'Apply' button.

Notify the Office of Learning Abroad if any adjustments need to be made to the directory listing. If desired, your program's listing can include a link to either a program website or a brochure. It is also possible to embed a promotional video.

SHARED FOLDER FOR EACH PROGRAM

What is the program's shared folder?

The Office of Learning Abroad will create a folder for each approved short-term study abroad program. This folder will be shared with the program's Program Directors. It is where information that needs to be accessed by both the Program Directors and the Office of Learning Abroad will be stored. This includes all of the submitted applications. Program Directors are welcome to add to and edit this folder. Directors should be mindful of FERPA restrictions and refrain from sharing access to the folder with students, independent contractors, or SUU employees who do not need access.

Subfolders within this shared program folder will likely include:

- Applications - which will house all of the submitted program applications
- Program Director Shared Resources - which will contain general study abroad resources
- Proposal - which will include a copy of the submitted program proposal
- Travel Documents - which will later house all of the submitted travel documents
- Trip Receipts - which will contain all of the trip's receipts once purchasing has begun




Finding the Folder


It is recommended that Program Directors create a shortcut to this folder in order to keep track of it easily. This can be done by

- right clicking the shared folder (or selecting the drop down arrow by the folder name if the folder is already open),
- selecting "Organize",
- and then selecting "Add Shortcut" from the provided options.

The folder can also be found in the "Shared With Me" section of your Google Drive.



STUDENTS SHOULD KNOW BEFORE APPLYING



✔ Application Fee

There is a \$300 application fee that will be added to each applicant's SUU account shortly after they've applied. This may take a couple of days to show up. For short-term programs, this \$300 application fee functions as a down payment toward their total study abroad program fee. For example, if the study abroad program fee is \$2,100, their account will be charged the \$300 down payment with the remaining \$900 charged after the application deadline has passed. Non-student applicants will be emailed a payment link since they do not have an SUU account.

Students who are not accepted into a study abroad program, or who email the Office of Learning Abroad to withdraw their application prior to the application deadline, will be refunded their application fee. **Those who have been accepted into a program and choose to withdraw their application after the application deadline will not be refunded the \$300. After the deadline has passed, any unrecoverable program expenses will also be considered non-refundable. This means the fees will remain charged to their SUU account until they have paid them.**

✔ Scholarships

Students should understand that tuition-based scholarships, including FAFSA and VA tuition waivers, can not be used toward short-term studies abroad. This is because tuition costs are waived for credits students earn on short-term programs.

The Office of Learning Abroad no longer has study abroad scholarships available for students. Students looking for additional funding are encourage to check with departments, college, and external scholarship providers.

✔ Credits

Students can register for a maximum of two courses per short-term study abroad program. Credits earned while on a short-term program cannot help a student reach full-time student status, but does count toward their semester maximum credit limit. This means students who need to be enrolled full-time over the summer will need to enroll in 12 credits of non-study abroad courses without going over the 19 credit maximum (including their study abroad courses). Those who exceed the credit maximum must submit the requisite waivers and fees required for credit overload. Those graduating in the spring are welcome to participate in short-term studies abroad but they will not be eligible to earn course credit as part of their participation unless they defer their graduation to the summer. They may still be eligible to walk in the spring if they make this change.

Advertising Programs

Advertising is important! It is also often one of the hardest aspects of getting a trip off the ground. Sadly, many students at SUU don't know that studying abroad is even an option. OLA advertises study abroad programs, but Program Director participation is essential. In a survey of student applications, over 60% of students stated they first learned about study abroad directly from a SUU faculty or staff member. Your efforts make a big difference!

It's up to you to decide how you would like to promote your program. Advertising suggestions are listed on the next page alongside a list of general promotional activities you can expect OLA to do on behalf of your program. OLA is here to help with any marketing ideas you may have. Programs that do not reach their minimum required number of participants (as determined by the proposed budget) may not be able to run. In such cases, the application deadline may be temporarily extended, the budget revised to accommodate a new minimum, or the program canceled.

Earn Incentive Points

In the study abroad application form, students have the option to list a faculty or staff member who influenced their decision to study abroad. Faculty and staff members are awarded 1 incentive point each time a student lists them as influential (or 0.5 a point if two influential individuals were listed). These incentive points are compiled and can be redeemed by the faculty or staff member for funding for SUU-related international travel (such as conference attendance, recruitment events, site visits for future studies abroad, etc.). These points are not limited to Program Directors. They can be earned by any SUU faculty or staff member for any course-bearing study abroad program (short-term or semester exchange). Incentive points cannot be earned via Cultural Immersion applications (as those are not course-bearing programs) and are only tallied after the study abroad applicant has completed their study abroad program. More information, including how to determine your current incentive point balance, can be found on the [Faculty/Staff Study Abroad Resources web page](#).



Advertising Programs

Program Director Advertising Suggestions

- **Study Abroad Fair**
 - The study abroad fair is one of the best ways to advertise a program, although space will likely be limited. At times, Program Directors may only have half a table dedicated to their program or a limited time slot available to them. Program Directors should sign up for their spot at the Fair using the sign up sheet sent by OLA. Program Directors should plan to stay at their designated table to answer student questions if at all possible.
- **Tabling**
 - Tabling around campus, particularly with an eye-catching display in the building your target students frequent most, can be very effective.
- **Distribute Flyers**
 - Make trip flyers available to as many students as possible.
- **Class Presentations**
 - Talk to your classes about your program.
- **Provide More Program Information**
 - Students like to have as much information as possible, and trip details can help students get excited. Some programs link a detailed brochure or a webpage with the rough trip itinerary and other program information in their Program Directory listing or via a QR code on the flyers they hand out. Other programs have hosted informational webinars or meetings to answer questions potential students might have.
- **Get Others Involved**
 - Encourage other faculty members in your department to talk about your program to their classes and students they advise.
 - Encourage students to share program information with their friends.

OLA Advertising

- **Study Abroad Fair**
 - Soon after programs are approved, OLA will host a Study Abroad Fair. The Study Abroad Fair will advertise ALL short-term programs. Limited table space for individual programs to advertise will be available.
- **Program Announcements**
 - OLA will send out a list of all short-term programs to Academic Advisors, Department Chairs, and those subscribed to receive OLA updates.
 - OLA will reach out to SUU clubs that might have areas of overlapping interest.
- **Program Flyers**
 - OLA will create a flyer for each short-term program. Program Directors are welcome to make their own flyers. If they would prefer that be the flyer OLA shares, it should be emailed to the office.
 - These flyers, as well as general short-term study abroad flyers will be hung on bulletin boards around campus and placed on digital screens in the Student Center.
- **Social Media Posts**
 - OLA will post about programs on their social media pages and will do what they can to get on the SUU main pages.
- **Tabling, Advising, Etc.**
 - OLA will mention short-term programs when giving presentations, advising students, tabling at campus events or in the Student Center, and whenever else possible.

REVIEWING APPLICATIONS

EVERYONE who will be accompanying a program must complete a study abroad application or be otherwise noted in the trip roster that is shared with the Office of Learning Abroad. This is essential for proper risk management. Interested study abroad participants can submit their application as soon as it is posted to the program directory on the OLA webpage.

Where can Program Directors find submitted applications?

Every program will have a program folder created and shared with them by the Office of Learning Abroad. All of the submitted applications and the recommendations collected from those the applicant listed as recommenders within their application form will be located in the "Applications" subfolder of the program's shared folder. A spreadsheet listing all of the applicants will also be in this folder. This spreadsheet is meant to make it easy to see how many students have applied thus far and see their general information at a glance; it is not meant to take the place of application review. Submitted applications may take a couple of days to populate in the provided folder.



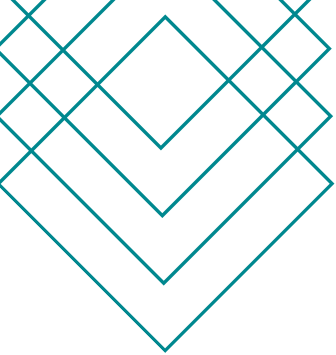
When can Program Directors start accepting applications?

Program Directors can elect to review applications as they are submitted or wait until after the application deadline. Students are told that they will likely not learn

their application status until after the application deadline has passed, so Program Directors should take their time when reviewing submissions. The participants selected will have a huge impact on how smoothly the program runs. Applications should be reviewed and students notified of their application status no later than a week or so after the application deadline has passed. If Directors send acceptance letters to applicants before they have reached the minimum number of needed applications, students should be informed that their acceptance is contingent on more applications being submitted.

What should be considered when reviewing applications?

Program Directors are responsible for reviewing applications and determining an applicant's status. Program Directors should evaluate the applications and recommendations and decide whether or not they would like to accept the student into their program. Program Directors should take into account the submitted essays, grade point average, year in school, recommendations, major, etc. The Office of Learning Abroad may reject a student's application due to poor recommendations or a GPA lower than the required 2.5. Program Directors will be notified when this happens. Non-student applicants may sometimes participate in short-term programs, but they may not take part in subsidized Cultural Immersion programs.



TYPES OF UNUSUAL APPLICATIONS

Students From Other Universities

At times, students from other universities like to take part in our short-term programs. Typically, these students count as non-student applicants as explained below since they are not enrolled at SUU. However, if they would like to earn course credit (when applicable), they can choose to temporarily transfer to SUU. They should notify the Office of Learning Abroad if they would like to do this. They will need to complete the transfer process and pay the transfer fee, but OLA will waive the enrollment fee and the non-student study abroad fee. The student will then be issued a T-Number. They should not start this process until AFTER they have been accepted into their program.

Minors

Minors participating in a study abroad program must be approved by both the Program Director(s) and OLA. Minors submit an application, pay the program fee, pay the non-student fee, and must submit additional travel documents. They require additional supervision as well. Directors should be mindful of how bringing a minor may impact their trip preparations (housing, etc.) and how it may impact other program participants.

Non-Students

Occasionally, there are those who apply to go on programs who are not students. This may include spouses, parents, friends of students, SUU alumni, etc. Acceptance of a non-student application is at the discretion of both the Program Director(s) and the Office of Learning Abroad. SUU students should always be given priority over non-student applicants. Non-student applicants are expected to complete the program application, submit the required travel documents, and adhere to the same rules as students while abroad. Non-student applicants are also required to pay an additional \$200 "Non-Student Fee". Since non-students don't have an SUU portal to charge, they will be emailed an external payment link.

Non-students cannot enroll in classes and will not receive course credit for their participation in a study abroad program. Because Cultural Immersion programs are subsidized by SUU, non-SUU students are not permitted to participate.

Recent Graduates

If a someone is a student at the time they apply but they will graduate by the time the study abroad departs, then they only half qualify as a non-student applicant. They will not need to pay the non-student application fee. However, these graduates are not eligible to earn course credit. If a student is set to graduate in the spring but wants to earn course credit during their summer short-term program then they will need to defer their graduation date to the summer semester. It is often possible to do this and still walk in the spring.

Immediate Family Members of Program Directors

Often Program Directors will want to take spouses or children with them on their trips. That is allowed! Similar to the process with non-student applicants, Program Director relatives will need to complete a program application, be included in the trip roster, pay the study abroad program fee, and complete the required travel documents.

The \$250 OLA fee and \$200 non-student fee will be waived and removed from the immediate family member's study abroad program fee. Program Directors must notify OLA of this familial connection in order for the fees to be waived correctly. If all trip Program Directors are in agreement, the relative may also be exempt from the instructor fee.

If a family member does not pay the study abroad program fee, then ABSOLUTELY NO SUU funding can be spent on their behalf. The SUU p-card may not be used to pay for any of their expenses. This is to ensure that SUU students are not paying for family member travel expenses.

AFTER REVIEWING

Sending Acceptances

Once the Program Director has decided whether or not to accept a student, they should change the student's application status in the provided application spreadsheet in the program's shared folder. This will notify the Office of Learning Abroad of the change. Program Directors should email students to let them know their application has been accepted. Please cc the Learning Abroad Specialist in these emails. OLA will send students general travel and OLA-specific information (including a copy of the [Student Study Abroad Handbook](#)) after the Program Director has send the acceptance email.

An acceptance email might include:

- Notification of acceptance
- Introduction to the Program Director(s)
- Trip basics (such as dates)
- When students can expect to hear from the Program Director next

If acceptance letters are sent before the minimum number of applications needed for the program to run have been submitted, then students should be informed that their program acceptance is contingent upon more applications being submitted.

Creating a Waitlist

It is not uncommon for one or two students who have been accepted into a program to drop out after the application deadline has passed. In cases like this, it is helpful to have a waitlist of students available to fill these vacancies. These students should be notified that they have been put on the program waitlist by the Program Director. If a student has been waitlisted, their application status should be updated in the application spreadsheet located in the program shared folder. Their application fee will be refunded to them and will only be recharged if they are moved off of the waitlist.

Sending Rejections

If Program Directors reject an application, they should update the student's application status in the provided application spreadsheet and notify the student. If they would prefer that the Office of Learning Abroad send the rejection notification, they can email the Learning Abroad Specialist and she will contact the student. Students who are not accepted into a program will be refunded their application fee.



AFTER REVIEWING

What if not enough students apply?

If a program doesn't meet its minimum required number of students (as indicated in the submitted program proposal), it doesn't necessarily mean the study abroad won't run. There are a couple of options that can be explored.

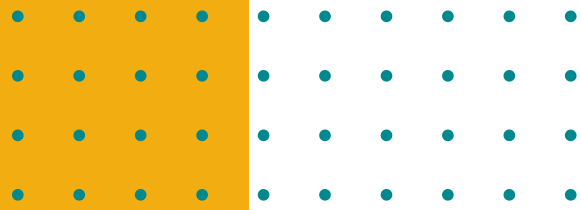
- **Extend the Application Deadline:** If the program is close to meeting its minimum or if you have a new marketing plan in place, then the application deadline can be extended by a couple of weeks.
- **Adjust the Budget:** Take a look at your trip's budget. Can it be adjusted to accommodate fewer students? A couple of examples of budget alterations are:
 - Reducing the number of involved Program Directors, as long as the 10:1 student to faculty ratio is not exceeded.
 - Substituting paid activities with free local excursions or adding a free day to the itinerary and reducing the number of activities.
 - These alterations should not negatively impact the academic components of the trip or get rid of activities that were actively marketed to the students who applied.
 - Securing supplementary funding from the program's sponsoring department or college.

If these options are not feasible, then the study abroad program will, unfortunately, have to be canceled. Students who may have applied for the canceled program will be notified and given the option (when possible) to transfer into another short-term study abroad program. If they do not transfer their application, then their application fee will be refunded to them. Understand that just because your program is canceled, it doesn't mean your program isn't good. Application numbers are hard to get and student interest varies year to year. We'd encourage you to submit your proposal again another year.

What if a student withdraws?

Sometimes students withdraw after they have been accepted into a program. At this point in time, students will still owe whatever portion of the program fee that has been spent on their behalf (meaning the charge will stay in their SUU portal). If the student's withdrawal drops the program below its required minimum, then this includes the amount necessary for the program to remain viable. To help students get back as much of their money as possible, Program Directors can allow students to sell their spots on the trip. If a withdrawn student is able to sell their spot, then the program fee will be removed from their SUU account (with the exception of the \$300 application fee which is non-refundable).

What's Next



There isn't much else to do until after the application deadline has passed. The Office of Learning Abroad will reach out to you then.



Attend the Program Director training meeting. This meeting will be held in late January or early February. This training will include information about risk management, p-cards, receipts, leading a program, etc. It is also an opportunity to meet other Program Directors and ask questions. No purchases should be made for your study abroad program until after this training.



OLA will reach out to accepted students with information regarding program fees, international insurance, and required travel documents. This email will only be sent after students have received official acceptances from their Program Directors. Program Directors will be cc-ed in the email.



Communicate! This short-term study abroad program may be the first time some students have ever gone abroad. That can be a nerve-wracking prospect! To help allay students' concerns, please communicate with them often. Establishing an open dialogue early on will make a big difference. Periodically checking in with the Learning Abroad Specialist is also helpful. Don't hesitate to reach out for help or advice.

General Summer Study Abroad Timeline

