

Short Term Study Abroad

Move short term study abroad courses from Credit Bearing Continuing Education to On-Campus effective Fall 2016.

Tuition:

- All tuition will be deposited to the general fund.
 - Courses will need to be changed from a campus code of CE – Continuing Ed to a campus code of M – Main Campus.
- The University will transfer \$50 per student credit hour to the academic department's designated travel index to help offset faculty and student travel costs.

Salaries:

- Faculty compensation will follow the same Faculty Handbook procedures as summer and wintersession courses.
 - Enrollment for all courses concurrently taught by the same instructor(s) will be combined when determining compensation.
 - Faculty compensation will be prorated when total enrollment in all concurrent sessions is less than twelve.
 - When total enrollment in all concurrent sessions is more than thirty-six, faculty will receive compensation for one course plus the appropriate proration amount for additional enrollments.
 - The department will be responsible for establishing appropriate workload percentages when courses are team taught. Multiple courses taught concurrently must have the same workload percentage. This percentage will be utilized to calculate pay.
- Faculty compensation will be charged to the academic department's PT/OVL index.
- The university will increase the budget for winter-intersession, summer, and PT/OVL instruction to offset the additional expense.

Student Trip Fee:

- In accordance with the approval process for other academic fees charged via the student's account, all student trip fees will be submitted for approval by the Provost and the VP of Finance and Administration prior to student enrollment.
- A comprehensive budget worksheet will be used by all academic departments to calculate the student trip fee (see sample attached).
 - Total costs will include travel expenses for the faculty (and chaperone when one is required) as well as estimated travel expenses per student. These expenses are to be paid from the academic department's designated travel index.
 - Total available funding will include the estimated amount of revenues based on the \$50 per credit hour plus any foundation funds or professional development funds being used to offset student or faculty travel expenses.
- Approved student trip fees will be billed through Student Accounts and be credited to the academic department's designated international travel index as Workshop Fees (501900).

Travel Expenses:

- All travel expenses (instructor, chaperone, and student's) will be charged to the academic departments designated international travel index.
- Academic departments should plan for covering faculty and chaperone travel costs from the tuition revenue share, professional development funds (if appropriate), foundation funds, and/or student trip fees.
- The university recognizes that one trip may cost slightly less than estimated, while another may cost slightly more – provided the fund balance remained close to zero there would be no need to retroactively adjust fees.