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Procedure for Faculty-Led Study Abroad Courses

Summer instructional activities are based upon the actual generation of undergraduate student credit hours. The College of Arts and Sciences will provide separate funding for summer faculty-led study abroad trips under the terms of this procedure.

Summer funding will be based upon the following formula (these rates are for Summer 2020 and may be indexed in future fiscal years):

Base amount per study abroad exp (one or more courses)	\$ 4,000 per experience
Amount per student enrolled	\$ 300 per student
Amount per billed student credit hour	\$ 100 per student

By way of example, a faculty-led study abroad experience that attracts 5 students to take a 3-credit hour course would receive funding in the amount of:

Base funding	1@ \$4,000	\$ 4,000
Student funding	5@ \$ 300	\$ 1,500
Credit hour funding	15@ \$ 100	<u>\$ 1,500</u>
Total		\$ 7,000

Other guidelines

- It is expected that each faculty-led study abroad experience will attract and enroll a **minimum of five (5)** students in order to run and receive this summer budget funding.
- Funding for travel, lodging and meals is the responsibility of the faculty and department/unit sponsoring the study abroad.
- This allowance is for faculty-led programs where credit is earned in the summer **ONLY**. For example, it will not apply to situations where the travel portion relates to a course taken in Fall or Spring semester, generally as part of the students' normal full-time course load. This is because the funding is predicated on incremental tuition revenue from a stand-alone course.
- All faculty are required to work with the [Study Abroad Office](#) to ensure compliance with all University requirements and policy [ACAF 2.08](#) Faculty/Staff-Led Overseas Programs for Students.
- Compensation is subject to limitations established by the University.