Faculty-Led Study Abroad Programs

INTRODUCTION
A faculty-led program is a study abroad experience in which WSU faculty/staff facilitate an international educational experience. All faculty-led programs are credit bearing. Faculty-led programs are offered during the fall, spring, or summer semesters.

Participants may include students with WSU ID numbers and faculty or staff program leaders. Others are not permitted to participate.

ADMINISTRATION
The Office of International Programs Global Learning department (IP-GL) administers and coordinates faculty-led study abroad programs for the University.

IP-GL works with sponsoring units to develop and monitor all faculty-led study abroad programs.

To develop a faculty-led program, a sponsoring unit may contact IP-GL for assistance. Units may refer to the following website for more information:

ip.wsu.edu/on-campus/development-process

International Agreements
International Agreements (IAs) are processed in accordance with procedures in BPPM 10.42. In addition to applicable procedures in that section, individuals and departments initiating faculty-led study abroad programs are responsible for applying the following procedures.

AGREEMENT REQUIREMENTS
International Programs (IP) is responsible for agreement development for faculty-led study abroad programs. Any faculty-led study abroad program involving a third-party provider and/or educational institution requires an IA. (See BPPM 10.42.) These agreements define all aspects of faculty-led programs between WSU sponsoring units and third-party providers and/or educational institutions in the United States and/or in foreign countries.

Faculty-led IAs must contain details pertaining to the parties' contractual relationship including, but not limited to:

- Program description
- Duties of each party
- Costs, billing, refund and payment procedures
- Dates of service
- Scope of service
- Insurance and liability
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PROCEDURES

Procedures for faculty-led study abroad program development are outlined briefly below:

- The sponsoring unit develops a faculty-led program proposal and itinerary. The sponsoring unit must submit the proposal to IP-GL 12 to 18 months in advance of departure.

  Online proposal forms are available at:

  ip.wsu.edu/on-campus/development-process/

- IP-GL assesses faculty-led program itineraries and contractors for risk. The International Programs Risk Assessment Committee (IPRAC) reviews itineraries and contractors with potential risk factors. IPRAC recommends approval or revision.

- IP develops and manages a program budget in collaboration with the sponsoring unit. The program budget determines income to be collected through program fees and tuition.

- IP bills and collects faculty-led program fees from student participants; program fees are held in agency accounts managed by IP. Tuition goes to the departments owning courses. Tuition and/or agency funds may be used to support faculty-led program expenses.

- The faculty-led program and budget is approved by IP, the faculty-led program director, and the sponsoring unit's approving authority, fiscal representative, and other designees.

- Faculty-led program fees may not be increased once approved, marketed, and tuition is determined by the Board of Regents.

- IP drafts and routes IAs for approval.

- Student participants must submit applications for faculty-led programs through IP-GL by specified deadlines.

- After program deadlines, IP-GL totals the completed applications and compares the number of requests against the program budgets. IP-GL confirms or cancels programs in consultation with sponsoring units based on financial feasibility and sponsoring unit goals.

Additional Approvals

In addition to required approvals for any international agreement (see subsection Approvals in 10.42), these agreements require approval in the following order:

- Director of Global Learning
- Director of Operations for International Programs
- Vice President for International Programs