

EDUCATION ABROAD CURRICULUM

Mission and Goals of the Education Abroad Curriculum

The mission of the education abroad curriculum is to offer qualified students and faculty the opportunity to experience the University's courses at an international site in order to integrate the curriculum within the context of an international culture. Faculty and students are required to comply with all University regulations, Rules, and Policies in the same manner as if the program was being conducted on campus.

Course, Curriculum, and Approval Policies

The Education Abroad Curriculum is a program of courses offered during a specified term through collaboration between academic units, the Office of International Programs and the School of Continuing Education.

Education Abroad Course Approval Policy: The first stage of approval for all education abroad courses is standard approval through the appropriate University Councils. Education abroad courses meet the same standards for all courses offered by the University and are subject to all of the standard policies and regulations governing academic courses.

Education Abroad Curriculum Approval Policy: The Education Abroad curriculum is a specified set of education abroad courses selected for a specified term by the International Programs Advisory Committee (IPAC). Only those courses already approved by appropriate University Councils may be submitted for selection. The International Program Advisory Committee's (IPAC) course recommendations are forwarded to the Dean of the Graduate School's Division of International Programs for final approval.

Education Abroad Tuition Recapture Policy: The education abroad curriculum is offered through a tuition recapture model. Faculty salaries, travel, tours, lodging, meals, publicity, tuition and fees are assessed to recapture all of the costs of the course. The Director of Off-Campus Programs and the Education Abroad Coordinator (or their designees) develop the course budget and determine the minimum number of students required to recapture the costs. If the individual courses do not enroll the required minimum number of students to recapture the costs, the Director (or designee) may cancel the course.

Honors Education Abroad Policy: The Honors Education Abroad Program is a specialized core of honors courses selected by the International Programs Advisory Committee. Honors education abroad courses may include special arrangements with host institutions and consortia agreements that are handled independently of the education abroad approval and selection process.

Administrative, Committee, and Faculty Roles and Responsibilities

Responsibilities of the Education Abroad Coordinator: The Education Abroad Coordinator is responsible for comprehensive management and coordination of the education abroad

curriculum. Duties include, but are not limited to, securing proposals for committee review and establishing appropriate review timelines and procedures for the International

Programs Advisory Committee. The Education Abroad Coordinator (or designee) develops a timetable for submitting courses to be reviewed and approved by the International Programs Advisory Committee and the timelines for advertising and enrolling students.

Responsibilities of the Director of Off-Campus Programs/Fiscal Agent: The Director of Off-Campus Programs, or other staff as designated by the Dean of the School of Continuing Education, serves as the fiscal agent for education abroad courses. The Director of Off-Campus Programs is responsible for developing the course budgets and insuring that enrollments are appropriate to the recapture costs. Upon approval of the course, the Director of Off-Campus Programs is responsible for making the required reservations with commercial firms.

Responsibilities of the International Programs Advisory Committee (IPAC): The International Programs Advisory Committee is comprised of elected faculty representatives who review and recommend the courses that will constitute the education abroad curriculum or program of courses that will be offered during a specified term. The recommendations of the Committee are forwarded to the Dean of the Graduate School's Division of International Programs for final approval.

Responsibilities of the Faculty/Resident Director: Eastern Illinois University faculty members who have on-site responsibilities for teaching the course(s) serve as the Resident Director or Co-Director(s) of the course(s). The Resident Director or Co-Director(s) are responsible for insuring all faculty and students in the program comply with all University Regulations, Rules, and Policies.

Responsibilities of Student or Faculty Assistants: Students or other EIU faculty may serve as assistants to the Resident Director or Co-Director(s) of the course(s). The assistant(s) shall be responsible for the duties assigned to them by the Resident Director or Co-Director(s).

Compensation: Eastern Illinois University faculty are compensated according to the guidelines as established by the current University Professionals of Illinois agreement for education abroad course assignments. Students are compensated according to standard university policies for the employment of students.

Purchasing and Contracting: All policies of fiscal management approved by Eastern Illinois University apply to education abroad courses. The Director of Off-Campus Programs, with input from the Resident Director, is the authorized fiscal agent for all education abroad courses. The Director has full authority for finalizing and administering all costs for the curriculum.

Education Abroad Course Approval and Curriculum Selection Policies

Course Approval: Courses are submitted to the appropriate University Councils for standard review and approval. Once the courses are approved by the appropriate Council, faculty may submit the courses to the International Programs Advisory Committee for curriculum selection during a given term.

Curriculum Selection: All education abroad courses are then reviewed by the International Programs Advisory Committee (IPAC). All standard courses to be selected for the curriculum must be proposed annually, even those proposed and offered during previous terms. Honors courses require initial approval. Once approved, honors courses become part of a yearly core curriculum and do not require annual approval. Department chairs and college deans review the submissions prior to Committee review to insure that faculty will be available to accept the course assignments if the course is selected. The courses selected for the curriculum by the International Programs Advisory Committee are forwarded to the Dean of the Graduate School's Division of International Programs for final approval. The Dean informs the Vice President of Academic Affairs of the education abroad curriculum for the specified term.

Enrollment and Approval of Education Abroad Participants Policies

The Director of Off-Campus Programs handles registration and lists of participants approved for education abroad courses. Students register for the courses through the School of Continuing Education. The Education Abroad Coordinator will monitor all participant files to ensure that all materials are collected prior to departure.

Students: Only those students who are officially registered and whose names appear on the official class rosters available through the Director of Off-Campus Programs may participate in the course by attending lectures, laboratories, or any related educational experiences. Students may enroll for credit or audit, if approved by the professor, but only students officially enrolled in a credit or audit option may participate.

Faculty: Only EIU professors assigned to the courses may participate in course instruction. Only those professors listed with the Director of Off-Campus Programs may participate in course instruction as adjunct professors, or guest lecturers.

Assistants: Only those assistants listed by the official faculty members may participate. Assistants may include, but are not limited to, student or faculty assistants, tour guides, docents, or other local assistants whose expertise is required to meet the goals of the course. A list of such participants by name or title must be on file with the Director of Off-Campus Programs.

Family Members: Only those family members who are officially listed with the Director of Off-Campus Programs may accompany the assigned EIU professor(s) during the education abroad program. Family participation is limited to the spouse and children of the faculty member or members. Any other family members must register as students for the course.

Unauthorized Participation: Faculty serving as resident directors of education abroad courses are responsible for insuring that students, professors, assistants, and family members meet the official enrollment guidelines. Evidence of participation of unauthorized students, employees, family members, or other participants will be reviewed for appropriate resolution by the Dean of the Graduate School.

Tuition, Fees and Course Costs Policies

Tuition, Fees and Course Costs: Each student in an education abroad course is required to register and pay full tuition, fees, and course costs regardless of whether that person is enrolled for credit or for audit. Because education abroad courses are offered through a tuition recapture model, no tuition waivers apply. However, this model does not affect an individual student's financial aid status.

- **Application Fee:** Students who enroll for education abroad courses are required to pay a non-refundable application fee at the time of initial application.
- **First Installment:** The first installment payment is required four (4) months prior to the departure date. Courses may be canceled if minimum enrollments have not been achieved by the four month first installment payment date. Students who apply four months prior to the start of program must pay both the application fee and the first installment at the time of application.
- **Balance:** The balance for the remaining charges is due three months prior to the departure date. Students who apply three or fewer months prior to start of program must pay the entire cost at the time of application.

Withdrawal and Refund Policies

Because education abroad courses are supported through a tuition recapture model and the courses have beginning and ending dates that are different from those established for on-campus courses, the courses have separate withdrawal dates that are published by the Education Abroad Coordinator. Withdrawal deadlines parallel policies established for on-campus courses. Students submit a request to withdraw from an education abroad course to the Education Abroad Coordinator.

Course Cancellation Policy

The Education Abroad Coordinator and Director of Off-Campus Programs review enrollment data prior to the course departure date. If the program has not attracted an enrollment to recapture the costs of the course and it is determined that it is in the best interests of the University, the course may be canceled. If the University cancels a course, students enrolled will receive a full refund for the course.

Liability Policies

All students enrolled in education abroad courses complete and sign the University General Counsel reviewed and approved "Study Abroad/Domestic Study-Travel Programs Agreement and General Release" and "Study Abroad Student Conduct Agreement" prior to departure.

Approved:
President
December 12, 2001

Monitor: Vice President for Academic Affairs