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1. Introduction

The Office of International Programs (oIP) serves as a resource to JMU faculty who are interested in developing Short-Term International Programs. The office is charged with oversight over all JMU and non-JMU study abroad programs as well as facilitating non-credit projects involving students travelling abroad on behalf of the University. In order to assist faculty in planning and organizing an effective short-term study abroad program—one that you and your students will find academically and personally enriching—the oIP has compiled this handbook. While the handbook, at first, may seem overwhelming, we ask that you view it as a resource document created to provide policies, procedures, and guidelines to assist you.

Taking into consideration the time and expense involved in planning a study abroad program, and most importantly, the need to ensure the safety of the students and to maintain the highest level of academic quality, we have adopted specific guidelines for short-term programs. These materials, when completed by the program director, assist the oIP in developing program descriptions, applications, and various other promotional materials as well as help to ensure a well-run program.

This handbook is a compilation of ideas from oIP staff members, faculty and administrators, documents from national and international conferences, universities and websites, and applicable University policies. In addition to the contents of this document and oIP staff, experts on study abroad exist in units and departments across campus. If you are new to leading an international study program, the one most important step is to seek out people who have led programs several times before. They are invaluable resources to the internationalization of JMU. The oIP staff can refer to you these faculty and staff experts as well as share our own knowledge.

2. Course Proposal Guidelines

The purpose of these guidelines is to provide information to JMU faculty who wish to create and direct Short-Term International Programs for both JMU and non-JMU students. These guidelines will assist department heads, college deans, and the oIP staff in evaluating proposals for short-term study abroad. All proposals should be discussed and modified as needed by the prospective Program Director (PD) and oIP staff.

This section provides information for faculty who are submitting a study abroad proposal for the first time and for faculty who have offered programs in the past or on an annual basis. Faculty who have questions regarding the procedure are encouraged to contact Felix Wang, Director of Study Abroad (DSA), 568-6273, wangch@jmu.edu.

Recommended Procedures

When a program proposal is in the exploration or formulation stage, the faculty member(s) should meet with Mr. Felix Wang, Director of Study Abroad, to discuss the program concept. Such discussions allow the oIP to consider the various types of administrative arrangements that will be necessary to implement the program. It will also permit the oIP to appraise the relevance of the program in comparison to existing programs and others being considered. The discussion may also reveal possibilities of working with JMU faculty as well as other American or overseas universities. It is crucial to have as much information as possible in place prior to the beginning of the academic year. Faculty proposals received after the September 1 deadline will be moved to the following summer schedule.

The course(s) should have preliminary approval from the department chair, as the program will relate to the department's total course offerings. Moreover, the appropriate instructional department must be willing to assign its faculty member(s) to the program; a confirmation from the department chair is strongly recommended. It is up to the PD to inquire about and meet department, college, and committee approval procedures and timelines in order to secure course approval prior to admitting students in November.

Special note for programs with COB courses: Please refer to the procedures and policies about promoting business courses prior to approval contained in the COB Policy on Off-campus Course Offerings (see Appendix)

Special note for programs with COE courses: Please consult with the COE Dean for procedures and policies for developing programs.

Subsequent steps in the review process involve travel planning, feasibility and logistics, as well as a general academic overview. It is essential to consider the history of cooperating institutions (if applicable), the course objective and program overview, instruction methods, program audience, academic expectations, pre-departure requirements, housing and meals, transportation, tentative daily schedule, site demographics and cultural highlights, etc. A proposal might be academically sound, but impossible to plan within the current university travel and lodging cost guidelines. Alternately a proposal might be affordable, but not academically sound.

The faculty member's department chair and dean or Curriculum and Instruction review committee are the appropriate review bodies for academic quality and credit. In some cases, the C&I review must be completed before further action, such as promotion to students, is taken. The DSA and related oIP staff are the appropriate group to review program feasibility.

After the initial discussions and the subsequent development of necessary supporting data, the actual course proposal must be completed by the PD. The academic course description and logistical worksheet should include information regarding course content, requirements, evaluation information, itinerary and housing information, and health and visa requirements. The DSA will assist with this process to assure that all required information is compiled in the proposal. See next section for a list of questions and issues to consider as the proposal and fact sheet are developed.

Criteria for Formulating Course Proposals

The course should be clearly related to departmental and student academic interests and goals, providing either a pertinent international expansion of these, or a supplementation of campus programs so that the Short-Term Program helps to strengthen JMU academic programs overall.

Whether intended for undergraduate or graduate credit, the academic validity of the program requires that it be formulated with serious reference to students studying abroad for academic credit rather than individuals merely interested in overseas touring on a non-credit or audit basis. Non-traditional students can certainly be included but should not be the core of participants or the focus of the program.

The proposed course should be clearly related to the specialized professional interests of the faculty member(s) concerned. Instructors of graduate courses must either be a member of the JMU graduate faculty from the offering department or be approved to teach at the graduate level. JMU Short-Term International Programs should, whenever possible, be led by active regular faculty members. JMU faculty members who have retired should not be selected to serve as PDs of short-term programs after their official retirement date.

The PD is responsible for routing the course proposal in order to obtain all required signatures indicating that the course has the appropriate approval. These signatures include: the departmental chair; the dean of the college; the dean of General Education Program for GENED credit; and the dean of the College of Graduate and Professional Programs when graduate credit is to be offered. Cross-listed courses should be submitted to all corresponding chairs. Separate courses offered require separate forms and appropriate signatures. The oIP cannot guarantee the successful planning or implementation of proposals submitted after the posted deadlines.

Following receipt of the proposal package, the oIP will work with the designated faculty member(s) regarding the actual organization and administration of the program.

During the planning stages, the oIP will:

- work with the faculty member to develop an academically sound study abroad experience;
- confirm that the proposed courses have departmental and college approvals;
- work with the faculty member to develop a program budget;
- assess issues of safety and liability;
- develop promotional materials;
- assist in marketing the program both on and off the JMU campus;
- assist in screening students, with active participation of the faculty member(s) and the department;
- process the necessary application and legal forms;
- coordinate student registrations in courses which are an authorized part of the study abroad program; and
- maintain files of all required financial data for University and state auditing after the program's completion.

Contact Time

The University's standard contact time for credit courses applies to study abroad courses. Contact time for instruction, e.g. lecture, seminar, presentation, group discussion, attendance at a required program-or course-related event, field/lab period, etc. is 750 minutes per credit hour, or 37.5 hours for a 3-credit course. Pre-departure orientation meetings, lectures, etc. held in the spring semester may be included in the entire "course" contact time and, depending on the length of time on-site, should be announced as REQUIRED for all participants. Students admitted in the program are expected to attend all group orientation meetings.

Grade Reports

Faculty members must submit the grades for participating students on official University grade reports. The oIP requests a copy of the final grades submitted as part of the official program records. The PD will be responsible for submitting grade changes to students receiving an incomplete "I" grade on the official grade report. Non-JMU students may request transcripts from the Registrar.

Course Evaluations

The oIP will collect program evaluations from student participants after the program is over. On-site, during and at the end of the program, the PD should administer standard departmental course evaluations with modifications approved by the department chair.

3. Course Proposal Q&A

The list below may be helpful to answer questions/suggestions about the proposed course/program. Questions and issues to consider:

- *What is the length of the proposed program?*
Short-Term programs are generally three to seven weeks in length; however, full summer-session-length programs and shorter experiences during the academic year, such as credit-bearing spring and winter break trips, are also encouraged. Programs that are less than three weeks in length on-site will be considered if pre- and post-program classes are held on-campus. Please provide tentative dates.
- *What country(ies) will this program involve?*
Residential or single-country programs are recommended, as opposed to programs that suggest "touring" several different countries. Single-country or residential programs will also be less expensive, thus more attractive to students.
- *Please provide a draft of the daily itinerary.*
An itinerary should include dates/cities/countries to be visited, daily activities, lectures, site visits and excursions (including modes of transportation, site and/or lecture fees, etc.)
- *Will students be expected to pay for additional field trips?*
The itinerary should clearly indicate which excursions and site visits are course-related--these would be for all participants and included in the program costs--and which are optional or at the students' personal expense.
- *Will students be allowed to travel on their own on weekends? and if so, how much should they budget for personal travel?*
Please provide examples of the type of independent travel they may choose.

- *What contacts abroad can be utilized?*
Faculty members should provide the name, address, phone/fax numbers and e-mail address of any overseas contacts (educational institution, faculty member, travel agent, etc.) who might assist with logistical arrangements and/or scheduling lecturers, museum visits, etc. The oIP, in cooperation with the PD, will contact this person(s) to contract for logistical services.
- *How many students will participate in this program?*
Generally the oIP recommends that the group size be limited to 12 to 20 students. Past experience has shown that a group within these size limitations is the most manageable for one faculty member, and also provides a sufficient budget on which the program may be based. Larger numbers can be accommodated in residential programs where travel during the program is minimized, and for programs that involve more than one principal instructor.
- *Please provide a description of the program audience.*
Is the program open to undergraduate- and graduate-level students? Must participants be a major or minor in the program area of study? Is the program open to non-traditional students and/or spouses?
- *What are the program objectives?*
Please provide a brief description of the program goals and objectives. Will the program provide general education credit? Is it geared toward majors only, or open to all types of students, e.g., non-majors, undergraduates, graduates, students-at-large, non-traditional students, non-JMU students? It is imperative that a program objective be included in the proposal.
- *What courses will be taught?*
Will students be required to submit written assignments, meet on a one-on-one basis with the PD, etc? If the course is to carry graduate credit, what are the characteristics of the course and the course requirements that distinguish the course from an undergraduate experience?
- *What type of instruction method will be utilized?*
How will the courses be carried out on this program? Will the program include visits to museums, course-related organizations, lectures, papers, journals, etc.? What type of grading process will be utilized for each course?
- *How much time will be scheduled for instruction?*
JMU requires 750 minutes of instructional contact time per credit hour, or 2,250 minutes (37.5 hours) for the typical 3-credit course. Instructional contact time may include lecture, classroom discussion, visits and excursions to cultural, historical, and course-related sites, performances, etc.
- *What modes of transportation will be used from one site to another?*
Programs that are "on the move" or cover great distances (i.e. from one country to another) will significantly affect the program costs as well as pose a more significant level of risk and oversight on the part of the PD.
Consider a student reimbursement process for costs associated with local transportation services (i.e. taxis, underground rail, buses) to and from program-related site visits; this encourages independence as well as timeliness on the part of students.
- *What is the proposed type of housing for the program?*
Include names, addresses, phone/fax numbers and e-mail address for dorm, family stay, hotels or other housing locations.
Note: Romantic partners will not be permitted to share rooms nor assigned to rooms during study abroad programs.
- *Are there any special health requirements for travel in the proposed country(ies)?*
Identify immunization or health considerations that the students should be aware of prior to departure.
- *How will on-site procedures for health care (injuries, illness, etc.) be handled?*
It is important for the well-being of the students to provide instructions for obtaining minor and emergency medical treatment. Prior to departure, research and evaluate local health care providers. Can the students go to the host university's health center? Is there a list of physicians available in each major site of the program? Remind students to carry a list of required instructions and to maintain securely adequate medication for any known medical conditions and to expect to make payment for any services. Students with disabilities should register with the JMU Office of Disability Services (ODS) and confer with the OSD staff to determine eligibility for services and accommodations, if appropriate. An Access Plan outlining accommodations should be submitted to the OIP at least sixty (60) days before the program start date in order to assess and determine the ability of the university to provide a reasonable accommodation.
- *What are the visa requirements and application fees for all countries involved?*
Provide a sample form and application criteria obtained from the appropriate consulate, along with a contact's name, address, phone and fax number.
- *Are there any local legal requirements such as I.D. cards, registering with local police, etc.?*
Special instructions about obtaining proper forms, identification and registration procedures should be reviewed during program orientation meetings.
- *How will the program be evaluated?*
Participants must fill out a course evaluation for each course offered as required by University policy. PDs should make arrangements through their department to have the evaluations administered. The oIP also provides participants with an opportunity to evaluate the program. It should be noted that the oIP evaluation is separate from the departmental evaluation.

4. Developing the Budget and Setting Program Costs

Each program will develop a program budget with detailed expenditure categories. Jackie Ciccone, Director of Program Operations, will provide guidance on planning the budget, including a review of revenue formulas and allowable expenses, instructions on completing the Excel template, and advice on payment options.

- It is crucial to develop a projected budget early and determine the cost of attendance, **before** announcing the course.
- Templates designed in Microsoft Excel include a budget projection which will calculate variances in exchange rates, fixed costs, per person costs, and other factors; an expenditure spreadsheet to record expenses throughout the program; and a closing financial report which should account for all expenses and payments and reflect any final balances forward.
- PDs are expected to have basic knowledge of MS Excel in order to prepare the budget projection and maintain the financial expense worksheets. Training is available through JMU's IT Center.

Following are guidelines for developing a budget and setting the program costs.

- Decide what the program will cover and what students will provide with their own additional funds. Two key decisions include how many and which meals the program will cover and what admission fees will be covered. Many programs include breakfast and dinner in the students' program costs and advise students to bring money to pay for their own lunches. The advantage to this procedure is that it can save time in the middle of a busy day. If the program provides lunch, it can take longer to get everyone in and out of one establishment than to let them break up, find lunch on their own, and re-group at a designated time. Keep in mind that students' experience overseas can be diminished if they find they did not bring sufficient funds to cover incidentals or if they do not keep their nutritional needs in mind.
- Questions to consider: how much should students plan to spend on each meal over how many days? Will students be expected to pay hotel/restaurant gratuities? If so, please give a rough estimate of the total cost of food above and beyond meals covered by the program fee.
- With regard to admissions costs, the PD may wish to include the cost of sites or events integral to the course in the program costs, and allow students to select and pay for other events themselves. It is best to include in the program cost any function for which attendance is required, for example: supplies costs, including art supplies if applicable, log books, writing materials, laundry, and spending money. As arrangements are made for excursions and activities, ensure that they are academically focused and not merely tourist outings.
- Try to anticipate all possible expenditures in building the budget, i.e. make a detailed list. Some faculty find they can hold costs down by establishing their own in-country contacts who know of more inexpensive facilities than a travel agent does. Other programs are best served with an external provider such as Intrax, a leader in development and operation of study abroad programs. A qualified provider can develop a customized program that meets specific learning objectives, managing all or any of the following components: itinerary development, logistics and on-site coordination, crisis response and liability coverage, and special visits and academic facilities abroad.
- The OIP will create flyers used for recruiting purposes without fees. All fees are tentative and based on final enrollment, and until the budget has been reviewed by the OIP, giving a fee range, e.g. \$2,000-\$2,600, is advised.

The following is an illustration of items typically included in the budget:

- land travel (taxi trips, chartered bus, public bus, subway, in-country/regional flights, plus gratuities and tips)
- accommodations for student participants (hotel, dormitory, or family residence)
- food (meal stipend, group dinners)
- administrative charges for telephone, fax, e-mail, etc. (include pre-departure communications)
- travel and orientation materials (maps, guide books, etc., whose costs add up quickly)
- admission fees (museums, theatre, concerts, etc.)
- lecture and guide stipends
- surprises (for example, a restaurant that automatically delivers bottled water to the entire group when it isn't requested or there is damage to property in a hotel or restaurant)
- miscellaneous contingencies (photocopies, parking fees, luggage transfers, emergency funds)
- include taxes (V.A.T., etc.)

The tentative budget projection should include information regarding housing and meals, guest lecture fees; classroom rentals; admission fees; airfare for the PD; transportation to/from the airport; departure taxes; the approximate cost of local transportation if the students have to travel to classes by bus or taxi; field trips; etc.

Study abroad program expenses for faculty meals do not operate on a "meal per diem" basis. Instead, the programs operate on an **actual cost** basis which cannot exceed the state per diem guidelines. Program directors need to provide actual meal receipts in lieu of taking a meal stipend. For more information about faculty and student meal expenses, please refer to the International Accounting Financial Operating Procedures.

Study abroad fees **do not** include:

- domestic round-trip transportation between the student's home and the U.S. port of departure;
- return transportation from the foreign program location to the foreign port of departure;
- cost of non-program local transportation at the program location;
- passports and visa application fees;
- required photographs;
- required physical exams, x-rays, immunizations, and other medical tests;
- required health and accident insurance;
- independent travel while abroad;
- expenses related to the personal negligence of the traveler, such as fines;
- alcoholic beverages;
- incidental expenses en route and abroad; and
- expenses for accompanying family members/companions of the PD.

Special note about gifts: State and University procedures classify the purchase of gifts and flowers as an improper use of public funds. An exception to this may be made with the inclusion of planned gifts on the program's budget attachment and subsequent approval by OIP. Be aware that the PD will be required to reimburse the program for expenditures determined to be inappropriate.

Calculate the budget for the minimum number of participants. Once all costs are factored in and the budget is determined, there will be a minimum program fee to add to the tuition and fees for each student. The total cost at minimum enrollment may be adjusted with each additional participant, thus lowering the costs for the entire group.

Remember to maintain some contingency funds for unexpected costs, unfavorable exchange rates, spontaneous program-related expenses, fees for currency exchange and bank transactions, and/or last-minute withdrawals. A small percentage of the total fees charged to students is appropriated to oIP for administrative expenses. Once the program fees have been posted to the students' accounts, no additional billing will be processed.

The PD should monitor enrollment and projected expenses to settle ultimately on a final program fee that will be billed to the students in April. All budget projections must be reviewed and approved by the oIP before program costs are advertised. The final budget should balance to zero to receive approval.

5. Program Director and Support Persons

Classification of Program Directors and Assistants

Often the teaching and administration of study abroad programs require additional assistance, either to complement the academic experiences for the students or to perform administrative duties which support the program in general. It can be difficult to identify the role of an assistant due to the unique and varying structures of each program, but most individuals will fall into one of the following categories:

- **Program Directors and Co-Directors:** this category will include director(s) in charge of the program. Includes direct supervision of students and all projects.
- **Instructor/Academic Leader:** this category includes individual(s) whose role might teach a course **as well as** provide academic and administrative support, or an individual(s) who possesses technical abilities without which the program could not function.
- **Support Person or Student Assistant:** this category includes assistants who perform the record-keeping function or assist with students. This may include a spouse, student, or anyone designated for this support role.

The oIP will determine the formal classification of all program assistants and will make the final approval for employment and compensation.

Special note for JMU faculty who has served as Semester Abroad FMIRs: The oIP does not assign "faculty members in residence" in short-term programs in the same category as semester abroad programs. Program directors who have been assigned as FMIRs should be aware of the significant differences in allowable expenses.

Compensation for Program Directors and Assistants

oIP will generate the hiring process through JMU Human Resources and complete paperwork to issue pay through JMU Payroll. For program directors, the PT/T salary per course, based on college and rank summer salary, or less depending on budget revenues, is processed in two parts--two or three consecutive disbursements on scheduled University payroll dates during the program and the final disbursement after the program financial report is completed. For program assistants, pay dates will correspond to the dates of service and are usually set for one lump sum disbursement towards the end of or following the program. The amount of compensation for program assistants is established by the OIP. PDs should inquire about the appropriate salary amount before committing an amount with prospective employees.

Compensation limits may apply to faculty and staff on 12-month contracts with the university.

Responsibilities and Expectations of Accompanying Family Members/Companions

The Short-term PD wears many hats: teacher, dean, academic advisor, psychological counselor, financial advisor, tour guide, secretary, even, at times, janitor. The workload for programs abroad is thus much higher than that of teaching a similar course on the JMU campus. For this reason, faculty must carefully weigh the pros and cons of having any family members or other companions accompany them on the trip abroad during the time the program is in session. PDs must remember that their first priority is to be available to the program students in any potential emergency (or perceived emergency) 24 hours a day, 7 days a week, when the program is in session. Non-involved visitors and/or the demands of family responsibilities can be a distraction and an unwelcome source of additional stress for the faculty member, causing conflicts that are to the serious detriment of the program. Accompanying family members or companions, if not enrolled as full participants in the short-term program or classified by the oIP as a Co-Director, Instructor, Academic Leader, Support Person or Student Assistant, are not considered in any way to be participants in the program or representatives of James Madison University or any institution affiliated with JMU. Accordingly, the following issues must be considered prior to the program.

Travel Expenses: It is University policy that program directors will not be reimbursed for any travel expenses incurred on behalf of family members/companions. Careful records must be maintained by the faculty director to ensure separation of expenses of any family members/companions from the reimbursable expenses of official travelers. Any additional costs incurred due to non-program travel before or after the program, stopovers, route modifications, or mode of transport made for the convenience of the family members/companions will be borne entirely by the program director. Payment and/or reimbursement for additional costs will be deducted according to the cost for a "direct" flight.

Family Members/Companions' Preparation for the Trip: Family members/companions will not be reflected on the program participant list, and therefore will not receive program mailings or be invited to the program orientation meetings. However, PDs are strongly encouraged to share information with their family members/companions about the country, anticipated activities, and the risks involved. In whatever way possible, family members/companions should investigate the safety issues related to the trip.

Program Restrictions: Although family members/companions are not participants in the program, they are expected to abide by the program policies and restrictions that are imposed for safety reasons. Family members/companions should be aware that their personal behavior must not in any way affect the quality of the program or the experience of the participants, and that their involvement in group activities may be prohibited by the oIP if deemed necessary.

Minor Children: Children under the age of 18 must be under the supervision of an adult other than the PD. Supervision of minor children is the sole responsibility of the parent(s). At no time should a program participant be asked to care for or supervise a child of the PD.

Fees and Expenses: Accompanying spouses or other family members of the PD may be enrolled for credit in the program courses as full participants (undergraduate, visiting student, non-degree student, graduate, or special student). Program costs are applicable in these situations. Family members/companions who are not enrolled for credit may only attend classes or excursions on a space-available basis, and with the permission of the instructor and the oIP. If a spouse is present for only a portion of the program, then enrollment for credit will not be permitted. The PD is required to list names of all non-students accompanying the program and must indicate the relationship to the PD and in what capacity as well as program-related stays before and after the program. Family members/companions are responsible for paying all fees and expenses incurred overseas according to conditions pre-arranged by the oIP. If a family member/companion attends a class or excursion with the group, he/she must pay any fees or expenses involved.

Program-Related Duties: Family members/companions will not have any official duties (chaperone, driver, assistant, etc.). Family members/companions are not protected by JMU liability insurance for any actions taken abroad, and are urged to discuss applicable liability protection with an insurance agent to ensure that adequate coverage is in place for his/her overseas activities.

Medical Insurance: Family members/companions should have their own medical insurance coverage for the period of the program.

6. Recruiting and Marketing Responsibilities

While the oIP staff members will do their utmost to promote study abroad programs, indisputably, the most effective recruiters are the program director and former student participants! The responsibilities and tasks below should help to maintain clear and consistent progress in promoting the program.

The Program Director is expected to...

- assist oIP in the development of the program description by providing requested information and regular updates throughout the planning process.
- provide specific information regarding the placement of an advertisement if a paid ad is deemed effective.
- announce information about the program in classes and/or convey information to other faculty members so that they may make an announcement in their classes regarding the program.
- counsel students who may be interested in studying abroad.
- maintain a list (name, address, phone number) of interested students, including any who have inquired by phone or in person.
- contact students (particularly non-JMU students) who have called, e-mailed, or otherwise inquired about the program. Check with them periodically to see if they remain interested, and inquire if they require further assistance in order to apply.
- coordinate recruitment/informational meetings and invite students to attend these meetings.

The Office of International Programs assumes the responsibility to ...

- prepare one-page flyer for distribution to students.
- place advertisements in publications such as the JMU Breeze.
- develop web sites featuring the program descriptions and contact information.
- publicize recruitment/informational meetings on campus.
- distribute one-page flyers at special promotional events
- field phone calls and walk-in inquiries regarding programs.
- meet with students to counsel them on various program options available, and assist students in finding a study abroad program that will meet their academic needs.
- use peer advising assistance in order to aid in recruitment.
- host an annual study abroad fair in late September to promote all international activities on campus. PDs who have completed the proposal process are invited to host a table and display program-related visuals and material.

7. Financial Procedures

Before the Program Starts

oIP will advise the International Accounting (IA) Office, a branch of the Division of Administration and Finance, about proposed international programs. IA provides financial management advice, analyzes projections for compliance with State and University regulations, and supports international programming by processing deposits and payments by wire transfer. IA and oIP organize general financial procedure management sessions in the fall semester, with smaller group meetings in the spring semester during which more detailed information about managing funds, on-line banking, travel advances, etc. is announced. PDs are required to attend at least one meeting with IA close to the actual departure date. Once the program ends, a completed summary financial expenditure report must be completed within two weeks of the conclusion of the program.

Prior to departure, the PD should notify oIP and IA of the need to initiate deposits or prepay program expenses. Making pre-payments prior to the start of the program will reduce the volume of paperwork on-site as well as assure actual costs for accommodations, services, etc. in U.S. currency which is advantageous for the budget projection.

Prepayments can be made by wire transfer directly to vendor, accounting voucher or credit card purchases. PDs are discouraged from using their JMU VISA Travel Card, JMU VISA Small Purchase Charge Card, or personal credit card to arrange program prepayments. Expenses made with personal funds for transportation (plane, rail, etc.) cannot be reimbursed until after the traveller returns. The PDs should confirm restrictions for reimbursement in advance of any purchases.

Vendor agreements and contracts, requiring signature by a JMU representative, must be approved and signed by John F. Knight, Assistant Vice President for Administration and Finance.

IA will present and review instructions for the financial report and provide a sample report. PDs are welcome to consult with the oIP and IA staff as needed.

Reimbursements for out-of-pocket expenditures on behalf of the program must be handled stateside and will not be processed until the Summary Financial Report and related documentation have been reviewed by oIP and IA. Exceptions may be considered but are not guaranteed in the event of VISA Travel Card or personal credit card charges (with the exception of airfare) for emergency situations.

Each program's final budget is due in the oIP by April 1. The oIP will distribute for appropriate administrators' approval. Changes to the approved budget (if any) should be presented one week prior to program departure. All budgets must be presented in the required format. (See appendix)

Managing Funds while Abroad

The IA will assist the PD on decisions to manage program funds while abroad. There are several options:

- **ABROAD USE: VISA Check Card** – is a debit card issued directly through Wells Fargo Bank that is linked to the program specific Wells Fargo Bank “checking” account set up by IA. The amount of funds deposited into the account is based solely on the “expenses abroad” budget component. The bank account balance declines as the card is used for program expenses. The VISA Check Card is to be used abroad only. Prepayments for program needs are not to be made with this card.
- **STATESIDE USE: VISA Small Purchase Charge Card (SPCC)** – is a credit card issued through JMU. It is for departmental use, the bill is paid monthly by JMU, and the maximum amount of the charge cannot exceed \$4,999.00. Travelers may purchase air and rail tickets using the SPCC through the Internet if the vendor has a secure website.
- **STATESIDE USE: VISA Corporate Travel Card** – is a credit card issued through JMU. It gives the traveler a means of funding travel expenses while conducting official University business. The traveler pays the monthly bill, completes the appropriate travel reimbursement paperwork per University guidelines, and receives reimbursement via direct deposit to their personal bank account. Travelers may pay for hotels, meals/restaurants, gas, airfare, rail tickets, mass transit tickets, conference registration fees, and business meals. All purchases must conform to University guidelines. No personal charges or retail purchases are allowed on the VISA Travel Card. This card is good to have in the event of an emergency while traveling abroad.

Purchasing Equipment, Supplies, and Services

All planned equipment purchases on behalf of JMU must be listed on the program budget for prior approval. Equipment purchased for programs are considered University property and will be decaled by Fixed Asset Accounting. All decaled equipment will be included in the director's departmental inventory, which is updated annually. Equipment transfers and disposals are coordinated through Plant Fund Accounting only. Equipment may not be disposed of, given away, or bartered in lieu of services by PDs. Jointly oIP and IA will assist the PD to ensure that all expenditures comply with State and University procedures, and that disbursements are necessary, reasonable, and directly related to the goals and mission of the University.

The OIP will also coordinate purchasing supplies, textbooks, and other budgeted materials. PDs are strongly discouraged from making out-of-pocket purchases. It is recommended that PDs check with the OIP in advance of making purchases.

Food and beverages are available from on-campus vendors and the OIP can facilitate billing these expenses directly to the study abroad program's university budget. PDs may request reimbursement for food and beverages purchased off-campus; a signed travel expense reimbursement voucher, an approved business meal certification form, a list of attendees, and original itemized receipts (not just a credit card slip) must be attached.

8. Travel Arrangements

Travel Authorization

Early in the spring semester, the oIP will complete and process a Travel Authorization for each PD. International travel requires approval from the University President on the completed Travel Authorization Form prior to the purchase of airfare. This form allows for other travel-related funds such as lodging and ground transportation prior to departure for expenses that cannot be pre-paid.

Travel Arrangements for Faculty Directors and Instructors

After a minimum number of participants have enrolled by paying their deposit and submitting their statement of intent form, the PD will discuss with the oIP his/her travel arrangements in connection with the program. PDs will be responsible for making reservations for airline tickets only to destinations relevant to the specific program they are directing. The ticket prices should be approved by the oIP prior to ticketing. Local travel agents accept JMU Small Purchase VISA Credit Cards. Tickets purchased with personal credit card or other funds cannot be reimbursed until the trip is completed. Excessively high travel costs due to last minute purchases, added destinations, or classification of seating are subject to comparison review and may not be fully reimbursed.

It is strongly recommended that the PD travel and arrive at least 48 hours in advance of the program starting date to prepare for the student arrival date. Not only does this afford the opportunity for the PD to settle in and prepare for the students' arrivals, but benefits the PD in the event of unexpected delays or problems with accommodations on-site. The OIP collects travel information from the students and maintains a list of flight information. Occasionally arrangements are made to meet students upon arrival at the airport. Students should receive printed instructions for meeting the program director and/or locating the hotel or program residence as well as options should they arrive later than planned. PDs should provide estimated costs for land transportation (bus, taxi, tube) to the program meeting place.

Travel Arrangements for Students in the Program

State regulations do not permit James Madison University administrative units or faculty to require students take a "group flight" or to make exclusive travel arrangements with a specific travel agency or airline on behalf of groups of students. JMU does not have contractual agreements with travel agencies for "group travel". Advice on options for travelling to the program location may be presented to the students, allowing them to choose their own means to secure their tickets. Adherence to these regulations is essential and is also important in terms of faculty liability. In the case of contractual agreements with "study abroad providers", JMU will commit to land and "in-country" transportation only; should the study abroad provider offer transcontinental airline options, the students may coordinate the options for scheduling flights and must pay the provider directly. Students are strongly encouraged to purchase trip cancellation insurance that would provide monetary support for non-refundable expenses and service charges imposed by public carriers and travel suppliers, including baggage loss or delay. The OIP requires students submit their travel itineraries which are collected by group and given to the PD prior to his/her departure.

Safe Automobile and Land Transportation

Use of faculty-driven automobiles should be considered very carefully. In addition to risks associated with driving in the U.S., faculty operating cars abroad may be unfamiliar with traffic laws, car operation, road/highway systems, etc. Acquiring valid insurance coverage abroad may also pose a problem. Faculty driving rental vehicles must have a valid driver's license (some countries may require a chauffeur's license for transporting groups), a good driving record and familiarity with the type of vehicle to be driven. Obtain maps and determine routes beforehand and stick to travel plans. Student participants are not permitted to drive vehicles as part of the program transportation. Taxis and/or buses are likely to be a better alternative.

Any group land travel should be arranged with a reputable company. When determining appropriateness of the company, the PD should consider how drivers are selected and trained, as well as the amount of liability insurance available. Drivers are to be instructed not to pick up any additional travelers.

In the event that travel arrangements must be made on-site, please assure that the driver has a valid license and that the vehicle is in good condition and appropriately insured.

9. Cancellation of the Program

The appropriate department and/or college, along with the oIP, reserve the right to cancel the program if any of the following occur:

- the minimum number of students needed for financial feasibility are not enrolled in the program (a minimum of 10 students is recommended)
- events at the study abroad site(s) indicate that the security of students cannot be reasonably protected
- there is a substantial increase in the cost of travel
- the faculty member does not fulfill his/her responsibilities according to the regulations entailed in this handbook
- the status of the faculty member in the department/college/university changes
- the oIP staff determines that the proposed program is no longer feasible for financial, organizational, or other reasons.

Special note about countries with State Department Travel Warnings: JMU does not automatically prohibit study abroad programs to countries under a Department of State Travel Warning. Each Program Director must submit a detailed travel safety plan and exit strategy. PDs should understand, however, that staying in-country is sometimes safer than exiting. PDs need to specify why travel to a country under a DOS Travel Warning is still the better choice over a country without such a warning. Study abroad to a country with a DOS Travel Warning is subject to approval by the Executive Director of the Office of International Programs and in some cases may be denied. PDs must closely monitor the situation on the ground in the country in question, staying in regular contact with personnel on site and with the OIP staff. Even if travel is initially approved, if changing circumstances dictate, the OIP and/or senior university administrators may cancel the trip.

Official notification of program cancellation will be made by the oIP. Students will receive refunds for deposits and other monies paid to JMU for the program. JMU is not responsible for securing refunds for airfare or other pre-departure costs incurred by students. Students are encouraged to purchase trip cancellation insurance that would provide benefits for related travel expenditures such as airfare, lost baggage, etc.

10. Pre-departure Preparations

Orientation

Several events prepare students for their experience abroad: the mandatory General Orientation Meeting, organized by oIP staff, and program-specific pre-departure orientation meetings, held by PDs. At least two orientation meetings are recommended. These meetings provide a great opportunity to get to know the students in the program, to communicate important information, and to build group rapport. If possible, hold the meetings in an informal setting (some directors have held pre-departure meetings in their homes). Invite former student participants to help answer questions. In addition, remind students about key pre-departure tasks and deadlines, and make sure they are aware of the need to attend to such essential matters as course registration and passport applications.

Topics Typically Covered during the General Orientation Meeting, presented by oIP StaffPractical Details

- passport and visa information
- packing information
- safety and health information that includes U.S. State Department Consular Information Sheets
- health and safety recommendations, including emergency contacts
- physiological and psychological consequences of jet lag, culture shock, homesickness, changes in diet, lack of exercise, AIDS, etc.
- insurance coverage
- pre-registration instructions
- financial issues

Alcohol and Drug Policy

- alcohol and drug policy abroad
- consequences of alcohol and drug use/abuse

Recommended Topics for Program Orientation Sessions, presented by the Program Director(s)Expectations

- What is covered in the course?
- Itinerary, including arrival instructions, contact information, official starting and ending dates
- What do the students want to achieve?
- What can they expect from the instructor and how can they contribute to the course?
- What are the students' concerns?
- How will they get along in a group situation?

Cultural Sensitivity

- U.S. role in politics as it relates to the area(s)
- political/economic issues in the country and region
- communication patterns, social structure, religious beliefs and cultural practices
- general characteristics of male/female roles
- the group's issues concerning safety (women out alone, men accompanying women, etc.)
- recommended independent preparation--books, language study, physical training, etc.

Health and Safety

- What are the safety issues in the area where you will study?
- What are the health issues?
- What precautions and advisories can be made to reduce vulnerability for students?

Course Registration

Acceptance into a study abroad program does not mean automatic registration for its courses! Students need to be reminded that they must register for courses abroad through eCampus at the same time and in the same way as if they were studying on campus. Non-JMU students will receive special registration instructions from oIP.

PDs should check class rosters to make sure that students have registered. Students pursuing independent study projects are responsible for clarifying all course arrangements before departure. Independent study projects typically are not taken in lieu of a regular course offered in the program.

11. Health and Safety Issues

No faculty member leading a program is expected to be an expert on all of the various health and safety issues which may occur during the course of a program. At the same time, students (and their parents) will expect that students are:

- participating in a venture that is relatively free of predictable harm
- kept informed of reasonable precautions, both prior to departure and during the program
- have access to the necessary support and guidance should an unexpected medical condition or potentially threatening situation arise.

Travel, housing, and other arrangements should be made with the first of these in mind, that is, relatively free from predictable or foreseeable harm. Thus, each PD must be satisfied with regard to the relative security of the various portions of the trip.

Both the PD and the student participants should remain informed of current conditions of their destination areas and safety and reliability of the travel services they will be using. In addition, the PD must be prepared to serve as a resource to students who express concerns about their safety or security or seek the assistance of qualified experts for medical care or counselling. JMU's Health Services and Counseling Center staff can provide support in the form of advice, reference materials, and crisis intervention.

Students cannot always be protected from threats such as illness, injury, theft or criminal activity. The rule to follow is: be prepared for the unexpected. PDs should formulate an Emergency Response Protocol, e.g. a plan as to how to respond to a medical or security problem. In addition to factors specific to the students' needs and travel advisories specific to site(s), PDs should consider widely accepted guidelines for safe study abroad administration. See the Appendix for NAFSA Guidelines for Responsible Study Abroad.

Although JMU works hard to ensure the safety of all individuals within its community, students and employees themselves must take responsibility for their own personal safety and that of their personal belongings. Simple, common sense precautions are the most effective means of maintaining personal security.

Further information about campus safety can be obtained from the Director of Public Safety at (540) 568-6913 in the U.S., as well as the Public Safety web site: www.jmu.edu/pubsafety/index.shtml. For more immediate and localized matters, the PD should consult local authorities such as the U.S. Embassy, security personnel at host location, and local law enforcement agents.

12. Preparing for and Responding to Crises and Emergencies

As PD with the responsibility of leading a JMU study abroad program, you may need to handle an emergency involving one or more of the students in the group. Students can and do become ill, suffer accidents, are the victims of muggings and assaults, find themselves caught up in potentially violent political situations, fail to return on time to programs at the end of long weekends, etc. While it is impossible to plan for all contingencies involving our students abroad, it is essential to follow procedures that facilitate a responsible and levelheaded method of handling emergencies when they do arise. The PD and oIP staff must work in tandem in order to provide, in a consistent and predictable way, for the safety and well being of JMU students abroad. We also need to take reasonable and prudent measures to limit the University's legal liabilities.

JMU has, therefore, developed a series of specific procedures designed to safeguard the welfare of program participants, and to protect the University's interests. The oIP is responsible for coordinating the University's management of emergencies affecting participants in JMU study abroad programs. The oIP will distribute a guide called *JMU Emergency Procedures for Study Abroad Programs* to all PDs prior to the start of the summer term. The PD will be expected to follow the procedures outlined in this guide and to be sure to inform the students about these procedures during their on-site orientations. Be sure to verify the phone numbers and e-mail addresses prior to departure. Observing the established procedures outlined will help ensure that our students participate in and learn from a unique educational experience abroad in a safe environment.

13. Post-Program Financial Responsibilities

Financial Report

At the conclusion of the program, the PD should submit the summary financial report to oIP within two weeks of the conclusion of the program. The PD is required to submit the report and supporting documentation--cash receipts, itemized vendor and meal receipts, currency exchange receipts, debit/credit card receipts and supporting detail, cash book/expenditure logs, spreadsheets, program itinerary, and bank statements to oIP in a completed format. These records must be legible and kept in sufficient detail to satisfy both University and State auditing requirements.

The PD should promptly return any surplus program monies to IA for immediate deposit into the appropriate program's Local Account. In addition, any funds due to the program should be processed as a deposit into the JMU local program account; contact the DSA for information and assistance on that process.

To reduce the likelihood of late or rushed reports, the salary payment to PDs will be processed in two installments. Two-thirds of the PD's salary will be disbursed during the program; the final payment will be released by IA upon satisfactory completion of financial responsibilities. Such responsibilities include the timely and accurate submission of the Summary Financial Report as well the settlement of all financial obligations abroad.

Once the program has ended and all expenditures have been reviewed and all open invoices and reimbursements processed, remaining (surplus) funds will be reported to the oIP. Small surplus balances may be carried forward for future terms.

14. Important Policies and Procedures

Policies for Faculty

PDs should become familiar with the *JMU Manual of Policies and Procedures*, the [Financial Procedures Manual](#), the *JMU Student Handbook*, and the *oIP Study Abroad Handbook*, located on the JMU web site. Several policies apply directly to JMU's short-term programs:

From the Manual of Policies and Procedures

- **University Policy 1107: Intellectual Property**
This policy is designed to establish ownership criteria for intellectual property developed by members of the JMU community, protect the equities of the creator as well as the University, and define the responsibilities, rights and privileges of those involved.
- **University Policy 1502: University Publications**
This policy provides for the establishment of the JMU Identity System which was created to ensure that all official University communications preserve and promote a consistent image of the University. This policy requires that all University publications be approved by the JMU Identity Leadership Team (part of the Division of University Advancement) and by the division in which the publication originated.
- **University Policy 4401: University Supported Travel**
This University policy encourages travelers to exercise prudent judgment when arranging travel and making payments. Travel expense accounts are open to the public and must sustain the test of public review. JMU will reimburse individuals traveling on official University business for reasonable and necessary travel expenses. Expenses must meet the test for "reasonableness" and comply with State and University policies and procedures. Special requirements for international travel include the preparation of a trip proposal justifying the travel and outlining related costs; the approved proposal will accompany the travel authorization.

- **University Policy 4502: Collection of Debts Owed by Employees to the University**
This policy of the University is to collect all debts owed to it by its employees. Settlement of all travel advances must be made as soon as possible after travel has been completed. Travelers must always repay advances not more than 30 days after the program completion date. If not paid within 30 days, the University may withhold the delinquent travel loan from the employee's paycheck.
- **University Policy 2112: The Family Educational Rights & Privacy Act**
The Family Educational Rights and Privacy Act of 1974 (FERPA) is a federal law concerning the confidentiality of student education records and the fact that students must be notified of their rights under the legislation. University offices maintaining education records must keep a record of all parties requesting or obtaining access to the contents of student records (except in case of requests by students for access to their own record, by school officials, by parties with specific written consent of the student; or by parties requesting directory information). This record of requests must identify the legitimate interest the person(s) seeking or obtaining information contained in a record and may be available for inspection by the student identified by the record.
- **University Policy 1301: Nepotism**
This policy defines the University's policies on the employment and supervisory assignments of members of an employee's family. An individual may not be employed in a position as the immediate supervisor/ reviewer of a member of his/her family.
- **University Policy 1302: Equal Opportunity & Affirmative Action**
JMU does not discriminate on the basis of race, color, national origin, religion, gender, age, veteran status, political affiliation, sexual orientation or disability (in compliance with the Americans With Disabilities Act) with respect to employment or admissions, or in connection with its programs or activities.

From the Financial Procedures Manual

- **Financial Policy 4215: Travel**
This section explains travel requirements and regulations for employees traveling on official business of the University.
- **Financial Policy 4205: Expenditures**
All expenditures from University funds must be necessary, reasonable, and directly related to the goals and mission of the University and comply with the Virginia Public Procurement Act and procedures established by the Office of Procurement Services. All persons authorizing expenditures should be mindful that such expenditures might be subjected to scrutiny by State authorities, sponsors, auditors, and other interested parties.
- **Financial Policy 7005: Procurement**
This policy provides requirements and regulations for all procurements for goods and services made for JMU by faculty, staff, and administrators whatever the source of funds are coordinated through the Office of Procurement.

15. Student Information Section

a. Student Admission Requirements

Eligibility

Most study abroad programs are open to students of all disciplines. Applicants must satisfy JMU undergraduate or graduate admission and course requirements and complete the entire program. Applicants who do not meet JMU admission requirements are not permitted to participate in Short-Term International Programs.

Currently enrolled students must meet JMU Office of Undergraduate Admissions or Graduate School admission requirements, along with admission and GPA requirements mandated by the college and department sponsoring the program.

Students on academic probation during the semester prior to the program will be considered for admission on a case-by-case basis. Any "service indicators" (formerly referred to as "holds") placed on a student's records by JMU (i.e., the Graduate School, Undergraduate Admission, Bursar's Office, Accounts Receivable, Registration and Records, Health Services, Parking Services, etc.), must be cleared before a student is granted admission to a study abroad program.

Students Enrolling for Undergraduate Credit

Students who are currently enrolled at JMU or those who have previously enrolled at JMU do not need to request an official transcript. Students who want to participate in the program and earn academic credit from JMU who have not previously enrolled at JMU, or who are not currently enrolled at JMU, should ask the Registrar at their home institution to forward an official transcript as soon as possible to the oIP. (Student-issued transcripts are not acceptable, nor are photocopies.) Questions relating to the admission requirements or transcripts should be directed to the oIP.

Students Enrolling for Graduate Credit

Students must either be admitted to a graduate program within the JMU Graduate School or be admitted to the status of a "special student" through JMU's Office of Continuing Education. For students to be admitted to the program for graduate credit, the applicant's official transcript must be on file in the JMU oIP. Students who are currently enrolled at JMU, or who have previously enrolled at JMU, do not need to request an official transcript. (Student-issued transcripts are not acceptable, nor are photocopies.)

Minimum Age Requirement

oIP policies prohibit the participation of individuals under the age of 18. The presence of a minor on a program designed for and geared toward college-level adults presents serious liability issues for both the PD and JMU.

Admissions Criteria

Requirements for admission may include: a minimum level of proficiency in a foreign language, specific course prerequisites, and a minimum GPA in a specified major. The PD should explain any special preferences for admission and coordinate communication with students to keep the admission process clear and consistent. In addition, PDs may wish to interview applicants or impose additional application components such as student essay or interview.

b. Application Process

The Short-term Program Application Form is available on-line from the oIP website. Each applicant should submit a completed Short-Term Program Application which includes all of the additional materials required by the PD, i.e. letters of recommendation, essays, etc.

oIP operates with one major deadline for short-term applications and a rolling admission until mid-March:

- the short-term program application deadline is **November 1**. Students who apply by this deadline are usually notified of admission after Thanksgiving (last week of November).
- applicants may be admitted on a rolling basis until March 1, with deposits required by March 15.
- there is no application fee.
- following the final admission notifications, enrollment is closed.

Students should submit completed applications to the oIP for standard processing, which includes:

- data verification from PeopleSoft
- logging student information to Access database
- eligibility review for academic or disciplinary status

oIP prepares batches of applications with applicant rosters following the November 1 deadline (or periodically through the year as requested by the PD).

Students should be directed to the link below for the Student Application Process for forms and instructions:

http://www.jmu.edu/international/abroad/forms_jmu_shortterm.shtml

Admission Decision

PDs will review the application materials and make recommendations for admission. oIP staff prepares and mails official admission notifications to permanent home addresses and local addresses on file. Whenever possible, all notices are mailed at the same time. To avoid errors, oIP does not release decisions verbally. Some students will decline to participate, forfeiting their space. Also, circumstances may force a student to drop out of the program after the admissions period has ended. Therefore, whenever possible, the PD should rank applicants for placement on a waiting list. Students must notify the oIP in writing to forfeit their space. Waiting list students will be notified as spaces become available.

Deposit and Payment Deadlines

Applicants will be advised of the deadline to pay deposits to hold their space--if accepted--in the first application acknowledgement notice. oIP will send an Intent to Participate agreement to admitted students with instructions to make payment of a non-refundable deposit to University Business Office (UBO). The oIP requires an original Intent to Participate form, signed by the student and stamped "PAID," to be kept on file to confirm acceptance and to serve as the legal contract between JMU and the student. The oIP will update and circulate lists of students who have paid deposits.

The UBO will add appropriate tuition and fees to the students' accounts and issue on-line billing prior to the beginning of the term. Students are advised to pay in full according to the regular university schedule or prior to their departure date, whichever comes first.

Faculty should not collect any monies on behalf of the University, nor make loans of program funds to students.

c. Cancellation and Withdrawal

Unfortunate circumstances occasionally force students to cancel enrollment or to withdraw from a program already in session. Losing a student has a significant impact on the budget--many costs are contracted far in advance and prepayments made by wire. Because of these commitments, most payments are unrecoverable to JMU and therefore unavailable for refund to students. Students who enroll sign an Intent to Participate Agreement that binds their commitment to the program. Communication related to cancellation and withdrawals should be directed to the OIP. The OIP manages all decisions related to cancellations and withdrawals. For more on the policy, see the OIP Cancellation/Withdrawal Policy on the oIP web site.

Students are strongly encouraged to purchase trip cancellation insurance for which claims may be made for withdrawal from their study abroad program, typically for extenuating circumstances, e.g. illness, injury, family emergency. A list of providers is on the oIP web site.

d. Insurance and Medical Treatment

Insurance Coverage

Students enrolled in JMU-Sponsored study abroad programs will be covered by a medical insurance policy administered by Cultural Insurance Services International for the period of time that they are participating in the JMU program, and reference the website: <http://www.culturalinsurance.com/>

International Student Identification Card

The International Student Identification Card (ISIC) covers basic health and accident insurance coverage, as well as medical evacuation and repatriation of remains, but it covers only a small portion of expenses for major accidents or illness. It should be viewed as supplemental and not primary insurance coverage. Comparable coverage for faculty is included with the ITIC card for teachers.

Medical Expenses

Students are enrolled in a comprehensive health insurance policy for the duration of the program. Students are advised to secure access to enough money, through a credit card for example, to pay for any medical services. The PD will need to open a case with the

provider and the student is responsible for submitting a claim for out-of-pocket costs. In the event of a medical emergency, the PD is advised that any decision made to pay personally for medical services on a student's behalf is a personal judgment; JMU will not reimburse the PD in case the student decides not to do so. This policy is not to indicate less of an interest in the welfare of the student, but meant rather to eliminate any misconception that every student participant is fully covered by insurance for his/her medical care and that you, as PD, can expect to be reimbursed at some point. This is a financial and liability matter, not an indication that a faculty member should hesitate in helping students get medical care, from accompanying them to a doctor, clinic or hospital, etc. It is the PD's responsibility to make inquiries regarding medical and professional services near the program site, to provide information to participants, and to help participants obtain the services they may need during the program.

Prescription Medications

If a student takes regular medication, he or she should take a supply sufficient to cover the time abroad. Students need to be aware that the brand name, chemical make-up, and potency of a drug can vary from country to country and that many drugs marketed under names known in the U.S. may be unknown in some locations overseas. Optical prescriptions should be taken abroad as well.

In case a student must refill a prescription while abroad, he or she should make sure the physician includes the chemical composition in the prescription to ensure that the correct medication can be dispensed by an overseas pharmacy. Mailing medications internationally--even prescriptions to students or to faculty--is extremely difficult, due to customs regulations and postal delays. Please don't chance it, as there is a significant possibility the medication may never reach the intended recipient, and the package addressee could be subject to punishment by civil authorities.

Immunizations

Please inform (and remind) your students about necessary immunizations; they should be informed and reminded of requirements. Many students put off pursuing their immunization concerns or other health related matters until it is too late. Students who delay starting the immunization process may be unable to receive proper treatment or participate in the program. In some cases, immunizing must be undertaken over several weeks. The PD should suggest that students contact the JMU Health Center, the local health department, or their family physician shortly after admission into the program. For more information about requirements, check the Center for Disease Control and World Health Organization web sites.

e. Policies for Students

Students participating in JMU's international programs are bound by all tenets of the Office of Judicial Affairs. They are subject to all regulations in place on the JMU campus that pertain to every student enrolled in University-sponsored educational programs. Students should be reminded of the JMU Honor Code and other policies in the JMU Student Handbook.

From the JMU Student Handbook

- **Policy J38-103 on alcohol and drugs**

Virginia's Alcohol Beverage Control Act contains a variety of laws governing the possession, use and consumption of alcoholic beverages. The act applies to the students and employees of this institution. Laws regarding alcohol and drug use are substantially different in other countries. If any student is observed in an intoxicated state and if that student's actions are deemed excessive, disruptive, or abusive by the PD or other program representatives in authority, the student is subject to disciplinary actions which may include suspension from the program and return to the U.S. with pro-rated refund of tuition, room, and board and program supplemental fee. As with all honor or judicial cases, the student has the right of appeal. The ED will serve as the appellate officer in all such cases.

From the oIP Study Abroad Handbook

Honor Code

All students participating in JMU's semester abroad programs are bound to abide the JMU Honor and Judicial Systems. The JMU Honor Code and Judicial System are in effect and apply not only to academic, but also social behavior.

Alcohol

JMU prohibits the illegal or otherwise irresponsible use of alcohol by students. It is the responsibility of every student to know the risks associated with alcohol use and abuse. This responsibility obligates students to know relevant University policies and federal, state, and local laws and to conduct themselves in accordance with these policies and laws. JMU students traveling abroad may be studying in countries where the legal age for alcohol consumption and/or rules regarding the consumption of alcohol are different than in the United States. Thus, while overseas, it is the responsibility of the student to know the relevant country and local laws concerning the possession, use, and abuse of alcohol. If students who are of legal age choose to consume alcohol while abroad, they are expected to drink and behave responsibly. The illegal or excessive consumption of alcohol or misconduct due to alcohol consumption will not be tolerated and will result in disciplinary action, including dismissal from the program and follow-up through the JMU judicial system.

Many physical and psychological health risks are associated with the abuse of alcohol and other substances, including the following:

- difficulty with attention and learning
- physical and psychological dependence
- damage to the brain, liver and heart
- unwanted sexual activity
- accidents due to impaired judgment and coordination

Staff members at the JMU Health Center and the JMU Counseling and Student Development Center can provide additional information about these concerns.

Drugs

Illegal drug use in any form is not tolerated. JMU students traveling abroad may be studying in countries where drugs that may be legally possessed and used in the United States are prohibited by law. Thus, while overseas, it is the responsibility of the student to know the relevant country and local laws concerning the possession and use of drugs. Most foreign criminal systems are considerably less accommodating than those within the United States; student possession or use of illegal drugs may be punishable by fine, imprisonment, and/or deportation. Study abroad participants found using or possessing illegal drugs in any form are subject to immediate dismissal from the program and follow-up action through the JMU judicial system.

Sexual Harassment

As on the JMU home campus, faculty and students are reminded to be cautious regarding behavior that refers to a person's gender, race, religion, age, disability, sexual preference or national origin. Harassment is defined as "offensive verbal or physical conduct, which creates an intimidating, hostile, or offensive study environment." Harassment may include such actions as unwelcome verbal kidding, physical contact, demands or subtle pressure for sexual favors accompanied by implied or overt promises of preferential treatment or threat to one's grade. FMIR's and Resident Directors are responsible for assuring that such behavior does not occur between students and foreign faculty, themselves, or within the student group. Students and program directors may contact the Office of Equal Opportunity (540-568-6991) and/or the ED (540-568-6419) if they have any questions or concerns regarding sexual harassment.

Dismissal from Study Abroad Programs

In the event that a student is dismissed from a study abroad program, he or she must vacate all University facilities upon dismissal, including residence halls, apartments, hotels, hostels, homes, classrooms, offices, and any other premises used or operated by JMU.

If dismissed from a study abroad program, students will receive a "W" in all courses. Students will forfeit all remaining program fees, tuition, room and board, and any other fees associated with the study abroad program.

Student behavior that results in dismissal from a study abroad program will be referred to the JMU judicial system.

Eligibility for Disability Services

Services and accommodations related to disabilities accommodations for disabilities must be authorized by the Office of Disability Services (ODS) before departure. Providing current documentation to ODS that establishes a disability is the responsibility of the student. Requests for reasonable accommodations should be received by ODS at least sixty days (60) before the program commencement date in order to assess and determine the ability of the university to provide a reasonable accommodation. While every effort will be made to provide accommodations after the program commencement date, students should understand that late requests may be more difficult or impossible to provide in a timely manner. For additional information, contact the Office of Disability Services at: 540-568-6705 or visit them in Wilson Hall, Room 107.

16. Appendices

See OIP web site for the following documents:

- Planning Timeline
- Academic Description
- Promotional Data Request Form
- Budget Projection
- Proposed Course Worksheet
- Student Application
- Student Participation Agreement
- Cancellation/Withdrawal Form
- Health And Emergency Treatment Authorization

Available upon request:

- NAFSA Guidelines for Responsible Study Abroad
- International Accounting Services Procedures

Short-term processing dates and deadlines for Summer 2012

May to August	Individual meeting with OIP	Faculty who are proposing programs for the first time and those who have not led programs in the last two years meet with Felix Wang.
August 15	Promotional Data Request form DUE	Flyers and web sites are prepared by the OIP: location, focus and program description on flyer; tentative dates, courses, and costs to be posted on OIP website.
September (tba)	Fall Directors' Meeting	OIP staff review procedures with all faculty directors, followed by lunch and advisory panel discussion.
September 27	Study Abroad Fair	Major "kick-off " event for recruiting
October 1	Academic Description form DUE	Course approval and draft syllabus required for new courses. OIP starts working with departments to have courses entered in summer schedule.
November 1	Student application deadline	Standard OIP application form, presented to OIP, JMAC6, Suite 22, by 5 p.m.
November 9-18	Director review phase	Enrollment Coordinator will schedule appointments with directors to review applications and select students for admission.
November 23	Notification of admissions	Students are emailed admissions instructions and charged \$500 non-refundable deposits.
December 1	Draft of Budget Projection DUE Proposed Short Term Course Worksheet DUE	Tentative program fee will be posted after draft budget is approved. Confirmation of department/college funding should be attached (email/memo from chair/dean). From this form, courses are then able to be added to the Student Administration system for registration via eCampus for the summer.
December 9	Intent Form and Deposit deadline	Once notified of admission, students are billed \$500 deposit online and should return signed intent to participate form to reserve their space in the program.
January 9	Freshmen notification	Freshman are emailed admissions instructions and charged \$500 non-refundable deposits.
January (tba)	Study Abroad Expo	"Last Call" for summer program applications.
February 1	Travel authorizations issued	OIP issues travel authorizations for all program directors. Official start and end dates established and distributed to students.
March 1	Application phase ends	No applications will be processed after March 1.
March (tba)	General Study Abroad Orientation	Mandatory meeting for all students. Handbooks and other materials distributed.
March 15	Final deposits due (students)	Applications received after November 1 will be processed for admission until March 1. Enrollment Coordinator will coordinate application review. <i>The term "rolling basis" is <u>not to be broadcast</u> to students so as to encourage timely applications.</i>
March 16 - April 1	Program confirmation period	Directors confirm of costs for activities and proposed itinerary for prepayment and, in conjunction with the OIP, make budget changes, determine faculty salary amounts, etc. Meetings with International Accounting staff will be scheduled.
April 1	Final Budget Projection DUE Program Contact Info DUE	Signed budgets routed through OIP, Provost, and AVP for Finance for approvals. Budget changes after April 1 handled by International Accounting. OIP will be collecting the most up-to-date information regarding director contact details, accommodations, airport pick up procedures, etc.

JMU Short-Term Course Proposal
Part 3. Budget Projection

Projected as of 7/12/2011

JAMES MADISON UNIVERSITY
SHORT-TERM INTERNATIONAL PROGRAMS
BUDGET PROJECTION FOR 2011

1.4
Exchange rate



Program Director(s): _____

Program Name: _____

Program Site: _____

Program Start Date: _____ Program End Date: _____

Number of days: 0

date that students are required to arrive day following last night of program housing

TUITION AND FEES:

	Tuition Rate Per Credit	Enrolled Hours	Number of Students	Total Revenue
Virginia Undergraduate	\$ 294	6	0	\$ -
Non-Virginia Undergraduate	\$ 777	6	0	\$ -
Virginia Graduate	\$ 397	6	0	\$ -
Non-Virginia Graduate	\$ 1,025	6	0	\$ -
Program Supplemental Fee			0	\$ -

PROGRAM REVENUES:

Total Tuition and Fee Revenues Collected	\$ -
Forfeited Deposits and Fees	\$ -
Other Sources of Revenue	\$ -

NET REVENUES:

\$ -

TOTAL EXPENSE PROJECTION from page 2:

\$ -

BALANCE:

\$ -

This 4-page document includes projected costs for program expenses stateside and abroad, including study abroad student and faculty expenses, equipment, gratuities, and personnel.

Approved by:	Initials/Date
Program Director	_____
Director, Program Operations, OIP	_____
Executive Director, OIP	_____
Vice President, Academic Affairs	_____
Asst. Vice President, Finance	_____

Total program costs to students:	
VA Undergrad	\$ 1,764
Non-VA Undergrad	\$ 4,662
VA Grad	\$ 2,382
Non-VA Grad	\$ 6,150

JMU Short-Term Course Proposal
Part 3. Budget Projection

Projected as of 7/12/2011

PROGRAM NAME: 0					
1.4 PROGRAM EXPENSES:	Expenses to be Incurred Abroad During Program		Expenses to be Paid Directly from JMU		Total Expenses
	Foreign currency	Dollar conversion	Prepaid Wire or Check	Paid Stateside	
INSTRUCTION EXPENSES: #101					
Guest lecturers	\$ -	\$ -	\$ -	\$ -	\$ -
Faculty salaries/academic fees	\$ -	\$ -	\$ -	\$ -	\$ -
JMU Faculty Salary				\$ -	\$ -
Admissions/Tickets	\$ -	\$ -	\$ -	\$ -	\$ -
Books	\$ -	\$ -	\$ -	\$ -	\$ -
Educational Equipment **	\$ -	\$ -	\$ -	\$ -	\$ -
Transportation	\$ -	\$ -	\$ -	\$ -	\$ -
Excursion Lodging/Fees	\$ -	\$ -	\$ -	\$ -	\$ -
Misc/Contingency	\$ -	\$ -	\$ -	\$ -	\$ -
Total - Instruction	0 \$	- \$	- \$	- \$	- \$
STUDENT EXPENSES: #809					
Student Lodging	\$ -	\$ -	\$ -	\$ -	\$ -
Student Meals/Allowances	\$ -	\$ -	\$ -	\$ -	\$ -
Director Lodging	\$ -	\$ -	\$ -	\$ -	\$ -
Director Meals	\$ -	\$ -	\$ -	\$ -	\$ -
Extracurricular Activities	\$ -	\$ -	\$ -	\$ -	\$ -
Orientation	\$ -	\$ -	\$ -	\$ -	\$ -
Insurance and Medical	\$ -	\$ -	\$ -	\$ -	\$ -
Gratuities ** (excludes tips)	\$ -	\$ -	\$ -	\$ -	\$ -
Misc/Contingency	\$ -	\$ -	\$ -	\$ -	\$ -
Total - Student	0 \$	- \$	- \$	- \$	- \$
ADMINISTRATION EXPENSES: #104					
Director's travel	\$ -	\$ -	\$ -	\$ -	\$ -
Administrative costs	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment/supplies	\$ -	\$ -	\$ -	\$ -	\$ -
Assistant Compensation				\$ -	\$ -
Misc/Contingency	\$ -	\$ -	\$ -	\$ -	\$ -
OIP administrative expenses				\$ -	\$ -
Total - Administration	0 \$	- \$	- \$	- \$	- \$
prepaid Visa card service fees	0 \$	- \$	- \$		\$ -
EXPENSE TOTALS:	0	0	0	0	\$ -
Amount to be spent abroad	0 \$	-		EXPENSE TOTAL + 4.5%	\$ -

** List details on Budget Supplementa A

JMU Short-Term Course Proposal

Part 3. Budget Projection

Projected as of 7/12/2011

DESCRIPTION OF EXPENSES

Formulas for columns I, K, and L

To calculate per student costs: formula: =D17*(amount)

To calculate foreign currency amount: formula: =E2*(amount)

By line item, include details about program expenses. Please do not add lines or change category names in column H.

Payments to lecturers and on-site non-JMU instructors (paid abroad)	
On-site costs of instruction, classroom rental, host fees	
Total from Budget Supplement B	
Entry fees, concert/theatre tickets	
Books/course-packs provided to the students	
Classroom/instructional equipment purchases or rentals	
Bus rental, local transport passes	
Costs for weekend and day trips away from program "base"	
miscellaneous	
Daily/weekly housing cost per student	
Daily/weekly meal cost per student (stipends or prepaid?)	
Housing for director(s)	
Director's meals (not based on per diem) to be receipted	
Non-academic activities separate from Admissions and Tickets	
Welcome activities/meals; food and materials distributed on campus	
Insurance for students and staff from cell V21; first-aid kit; transport for medical care	
JMU Bookstore Items or tokens of appreciation (should not include lecturer fees)	
miscellaneous	
Stateside--airfare, airport shuttle, mileage, parking; Abroad--taxi, bus	
Cell phone rental, copying, postage, internet charges, banking fees	
Purchases of office supplies	
Salary for non-teaching assistants: complete Supplement B	
miscellaneous	
4.5% of revenue for OIP admin costs	
2.5% of prepaid, point-of-sale, and ATM withdrawal expenses using VISA card (excludes stateside check/charge payments, salary, travel billed to OIP)	

JMU Short-Term Course Proposal
Part 3. Budget Projection

Projected as of 7/12/2011

Insurance premium rates by month	# of months
up to 30 days	1
31 to 60 days	2
61 to 90 days	3
91 to 120 days	4

Medical insurance costs			
# of months for students	1		monthly premium per person
# of months for JMU faculty	1		
	# of persons	# of months	\$39
director(s), JMU faculty, paid stateside instructors, non-participant assistants from Budget Supplement B	0	1	\$0
students	0	1	\$0
total insurance costs will appear in cell L26			\$0