Whittier College

Faculty-Led Study Travel Courses Planning Handbook

Updated – 4/29/2014
INTRODUCTION TO STUDY TRAVEL COURSES

Dear Faculty Member,

Thank you for your interest in designing and offering a faculty-led short-term study abroad course. As a point of clarification, “Study Travel Courses” refers to all courses which include a component that requires the class to travel to another location off-campus, whether abroad or within the United States.

The Office of International Programs (OIP) will assist you to ensure that your course becomes a meaningful educational experience for your students.

As a faculty member, you maintain the prerogative for setting course content, learning outcomes, etc. You also have the primary responsibility for the program. But a study travel course is very different from a traditional course and will require attention to many administrative and risk-management details. For this reason, it is essential to plan for and think through the many aspects of short-term study abroad as early as possible. It is the responsibility of the OIP to assist you with the administrative and logistical aspects of the course to ensure compliance to university and industry policy and best practice.

To assist you in designing and executing the program, we are providing you with this packet. It includes a description of the planning process, deadline information, required forms, and other details to help you create a successful course. The OIP will assist in the following tasks before, during, and after your program: creating a budget; setting the program price; arranging an itinerary; coordinating logistical arrangements; promoting and recruiting program participants; collecting participant payments; issuing vendor payments; securing cash advances; processing expense reports; preparing pre-departure materials; supporting pre-departure orientations; providing crisis management support; and providing general support to participants and faculty leaders. While the list above is not exhaustive, it offers an accurate summary of the level of assistance the OIP will provide. Understanding that changes will occur, compiling as much information together with the OIP as possible early-on will increase the course’s chances for success.

1. **Course Content and Delivery** – A study travel course is meant to be an enriching academic exercise. As you fill out this form, you are thinking through your method of delivery, your course objectives, and how study abroad fits in the overall curriculum.

2. **Itinerary** – It is essential that you prepare a rough, yet realistic itinerary of desired activities.

3. **Other areas for planning** – This segment covers many of the concerns that are unique to study travel courses. By addressing them early, you will help yourself and your students.

Given the rigors of developing travel/study courses, untenured faculty are strongly advised to check with their department chairs and the Dean about developing such a course.

Please do not hesitate to contact us if you have any questions. We look forward to working with you!

Sincerely,

Office of International Programs Staff
Shari Henderson, M.A., Assistant Director & Faculty-Led Programs Coordinator  Katie Roller, Ed.D. Director
shenders@whittier.edu  kroller@whittier.edu
STUDY TRAVEL COURSES - GENERAL PROCEDURE FOR FACULTY

This is a list of best practices for faculty reference in the planning and implementation of regular study travel courses.

Getting Started

1. Interested faculty should schedule a meeting with the Office of International Programs (OIP) to express interest and learn more about the next steps.

2. Complete a Planning Worksheet to take to the meeting and review the Study Travel Courses Planning Handbook. Both documents are available online on the OIP Website: www.whittier.edu/studyabroad.

3. Whittier College Policy prohibits conducting a travel course in any country where the U. S. Department of State has issued a travel warning, and the OIP will verify this information for any proposed travel course. For reference, the Department of State webpage lists all current travel warnings: www.travel.state.gov

4. The OIP will consult the Centers for Disease Control website www.cdc.gov/travel to discover any required vaccinations, health issues, or restrictions relevant to a proposed study site.

5. The College will support one faculty leader for 14-20 participants. An additional faculty leader can be added if enrollment exceeds 20 participants.

Course Approval

6. Complete and submit a new course proposal to the OIP by the proposal deadline, 1 December, outlined on the Planning Calendar found on pages 13-13. It is understood that faculty should plan their new study travel course about one and a half years in advance. For example, for a course that will run in Jan Term or May Term 2016, the proposal is due 1 December 2014. This and other planning deadlines have been approved and ratified by EPC. The proposal form should be accompanied by the following:
- Course Syllabus, including Student Learning Outcomes
- Desired Itinerary
- Approval form

7. The OIP will inform faculty leaders by the end of fall term if the course has been approved by the Dean (and President, if applicable), but in the meantime, faculty should continue to meet with the OIP to discuss the itinerary and program details.

*Course Proposal and Approval forms are attached at the end of this packet and can also be found online. (Course proposals will require Department Chair and Dean approvals.*)
Itinerary and Budget Program Development
8. OIP will request proposal bids from our partners, providers and networks to find the best price for the preferred itinerary and then work with faculty and the provider to put together a final proposal.
9. The OIP will work with the provider to create a preliminary program budget.
10. When the budget and student costs are finalized, faculty and the OIP can begin recruitment for their trip.

Student Recruitment and Enrollment
11. Student and participant applications, payments, and other required tasks will be collected and managed through the OIP’s online gateway: Poet World Portal (PWP). OIP staff will monitor and manage the participants’ activity and progress through the PWP, following up with individuals as necessary. Faculty Leaders will also have access to the PWP, in order to screen their respective applicants.

12. January and Summer courses have application and deposit deadlines:
   - For January courses, online applications are due preferably by March 1, with the fall Add/Drop deadline as the final deadline (to accommodate those participants who did/could not sign up the previous spring semester.)
   - For Summer courses, online applications are due preferably by October 1, with the spring Add/Drop deadline as the final deadline (to accommodate those participants who did/could not sign up the previous fall semester.)
   - After the fall Add/Drop deadline for January courses and spring Add/Drop deadline for Summer courses, no more participants will be accepted, for reasons related to logistical coordination, passport and visa applications and payment processing.
   - Participants must submit their non-refundable program deposit fee ($250) online within 2 weeks of being accepted into a course, but no later than 1 week following the relevant term’s Add/Drop deadline. Placing the deposit is a confirmation of acceptance and the payment is non-refundable.

13. The final payment deadline is November 1st for January courses and April 1st for Summer courses. Participants may pay their fee all at once; alternatively, an incremental payment option will be available leading up to the final payment deadline, allowing participants to pay program fees in smaller amounts over time.

14. Required participant forms and information are due one week prior to the 1st day of January/Spring registration for January courses and one week prior to the 1st day of Spring/Summer registration for Summer courses; student participants will not be permitted to register until all required forms and information have been submitted online to the OIP.

15. Student participants must be registered for the course in order to receive credit. After the faculty leader has approved his or her course applications, OIP staff will compile a list of the approved students and submit the list to the Registrar’s Office, which will enter each student in the course roster in Banner. Student accounts must be free of holds before they can be registered for the course; it is the student’s responsibility to clear any academic, disciplinary, Business Office, or other holds. Any student not registered for the course prior to the program start date will not be permitted to participate.

16. If a course has not enrolled the minimum number of participants, including Whittier College students, non-Whittier College students, and non-student participants, by the final
application/deposit deadlines outlined above, then the course will be cancelled, UNLESS the OIP determines the program to be financially viable at the final (less than minimum) enrollment size.

17. The OIP will oversee all program accounts and ensure that participants submit their payments correctly and on time through the Poet World Portal.
   - The OIP will determine a payment schedule and track program payments together with the Business Office staff.
   - Any participant who has not paid in full by the final payment deadline will not be permitted to participate in the course, until all program related fees are paid.

Pre-Departure
18. Faculty Leaders should share with the OIP a final version of the course syllabus. The syllabus should include
   a. an itinerary that shows day-to-day class activities;
   b. a brief description of each activity and how it relates to course content, coursework and the learning outcomes.

This syllabus will be stored along with the course travel record that Faculty Leaders will keep while abroad. This travel record is explained in further detail on page six (6), point 24 below.

19. No later than December 1st for January course and May 1st for Summer course, the OIP and faculty will hold a Pre-Departure Orientation, which all participants are required to attend. Non-Whittier College student and other remote participants will be required to attend an online pre-departure orientation.
   - This meeting will provide the most up-to-date logistical and safety information, Whittier College policy, program expectations, guidelines, forms, etc.
   - Faculty will receive a Vital Information Notebook (VIN), which is a packet of documents containing the final trip itinerary, final syllabus, group’s emergency contact information, on-the-ground logistical details and emergency response information, the Crisis Management Procedure and forms, HTH Worldwide insurance contact and plan details, any important health information for participants, flight information, and passport copies (and visa copies, if applicable) for all participants.

20. The OIP will ensure all vendor payments and faculty cash advances are processed and correct prior to departure. All vendor payments will be handled by the OIP and Business Office.

21. Faculty Leaders must submit all required Faculty documents to the OIP before departure: Faculty Info Form and Faculty Release Waiver, available at the end of this handbook and also online. Faculty Leaders must also submit a copy of their passport photo page.

22. Faculty Leaders and the OIP will determine rooming assignments prior to departure.

   a. For participants who are enrolled in a course for academic credit (i.e. who are student participants) must abide by Whittier College Residential Life rooming policy administered through the Dean of Students Office. This policy prohibits male/female cohabitation in student housing. As faculty-led courses are Whittier College courses, accommodations provided by the faculty-led program are considered to be an extension of Whittier College student housing for participants enrolled in a course for academic credit.
b. For participants who are not enrolled in a course for academic credit (i.e. who are not student participants), the Residential Life policy does not apply; however:
   i. If certain types of male/female cohabitation might be frowned upon by the host country culture, the OIP and Faculty Leader(s) reserve the right to make participants aware of this information, allowing non-student participants to make a more culturally sensitive decision about their rooming requests.
   ii. In a host country, where the cultural norms would prohibit certain types of male/female cohabitation and the consequences could threaten participant safety, the OIP and Faculty Leader(s) reserve the right to deny the cohabitation request, in the interest of participant health and safety.

While Abroad

23. Faculty Leaders should track all expenses and keep all receipts, making a note of any expenses that do not have a receipt, such as tips. It is essential to use the specified travel budget as a reference to make sure you are staying within budget.

24. As good practice, Faculty Leaders should keep a detailed record of the actual itinerary, providing details about daily class activities that take place, including:
   i. Type of activity (Lecture, site visit, service learning experience, etc.)
   ii. Required or optional
   iii. Location
   iv. Duration
   v. Relation to the syllabus and/or coursework and learning outcomes, if activity differs from the final syllabus submitted to the OIP prior to departure.

   The OIP will provide a form that will be available online and in electronic form, which Faculty Leaders can use to create and maintain this detailed trip record. Each class activity will require only a few brief sentences to demonstrate the relevance of each activity to the course’s overall learning objectives. Independent auditors are requiring the OIP and Faculty Leaders to keep this information on file for each faculty-led course going forward. The Faculty Leaders will submit the trip record to the OIP upon return.

25. In accordance with the policies adopted by the Whittier College faculty in Spring 2010 by consensus, Faculty Leaders will distribute and collect course evaluations to student participants. Course evaluation forms can be obtained from a Faculty Leader’s respective Department Secretary. The OIP will also provide course evaluation forms to Faculty Leaders upon request. Completed evaluation should be collected and submitted to the Faculty Leaders’ respective Departments upon return or the conclusion of the course after return. The OIP will follow up with the appropriate Department Chairs to ensure course evaluations have been submitted in a timely manner, according to Faculty Handbook policies.

26. Faculty Leaders should report any problems, issues, concerns to the OIP Assistant Director (or Director, in the Assistant Director’s absence), as explained in the “Crisis Management Procedure Handbook.” The Crisis Management Procedure Handbook, also available online, explains the Faculty Leader’s and OIP Staff’s required actions and ongoing responsibilities in an emergency situation.
Upon Return

27. Faculty Leaders should organize all expenses and complete an expense report, using the designated Business Office form. The expense report should be submitted to the OIP for review within 30 days of the program end date. If money is due back the College, the Faculty Leader should submit this payment along with the expense report. The OIP will then forward the expense report to the Business Offices once the report is finalized. Once the Business Office approves an expense report, the matter will be closed on the program account. Any reimbursement due to a Faculty Leader will be processed during the next scheduled check run.

28. Faculty Leaders will submit the trip record they kept while abroad to the OIP for review, filing, and auditing purposes. Please see Point 24 above for reference.

29. The OIP will work with Faculty Leaders to conduct a student survey. The OIP will meet with Faculty Leaders to review student survey results and the trip to effectively assess program satisfaction and evaluate if course objectives and SLOs were achieved.

Items to Consider as You Design Your Course and Create Your Proposal

Below is an overview of additional details that are not specifically noted in sections of the Course Proposal form (attached on page 15), but are important areas to address and consider early in your planning to ensure your course will run smoothly.

Deadlines
There are several deadlines outlined on pages 12-13 related to planning, applications, payment, and cancellation. In addition to these deadlines, also consider the following:

- Deposit deadline: The deposit amount for all faculty led travel courses is $250. This deposit is nonrefundable is due upon acceptance into a program. The deposit and subsequent program payments will be processed online through the Poet World Portal or directly with the Business Office using a designated faculty-led program payment form.
- Payment deadlines: the OIP will set a payment schedule for each course, using Whittier College final payment deadlines and vendor payment deadlines as a guide. The OIP will work with the Business Office to track participant payments and follow up with students as needed to keep payment collection on schedule.
- Any participant who has not paid in full by the final payment deadline will not be permitted to participate in the course, until all program related fees are paid.

Cancellation/Refund Policy
After a participant has confirmed his/her acceptance and placed a program deposit, he or she may cancel for a full refund only for the following special circumstances: severe illness or family emergency.

- In the case of a last minute or late cancellation that violates the policy, the participant will forfeit the deposit; the OIP will also defer to the Whittier College, as well as the program providers’ and vendors’ refund and cancellation policies, to determine any other non-
refundable amounts, in addition to the OIP deposit. The WC Refund and Cancellation policy is outlined on page 14.

- Students will receive a copy of the Refund and Cancellation Policy document for their records.
- Students will sign an agreement stating that they understand the Whittier College and provider cancellation policies.

**Tuition and Tuition Waivers**
From July 1, 2013, a tuition waiver system becomes effective for Whittier Students who wish to participate in a Jan Term or May Term study travel course. Tuition is a separate fee from the program fees outlined above. The tuition fee is currently $1,600 for either a Jan Term or May Term study travel course.

- Whittier students will receive two (2) waivers during their four (4) year undergraduate career at Whittier College:
  - Those students, who have completed one full year of study as a matriculated undergraduate student may redeem their first waiver to participate in a Jan Term or May Term study travel course. The waiver will cover the $1,600 tuition fee, and students will pay only the program fee.
  - Those students, who have completed a second full year of study as a matriculated undergraduate student may redeem their second waiver to participate in a Jan Term or May Term study travel course. The waiver will cover the $1,600 tuition fee, and students will pay only the program fee.
  - If Whittier students wish to participate in a Jan Term or May Term study travel course outside of the tuition waiver redemption guidelines above, the $1,600 tuition fee will apply, in addition to the program fee.
  - During an undergraduate four-year period, students will have up to eight (8) separate opportunities to participate in a study travel course during Jan Term or May Term. They can redeem their earned tuition waivers for up to two (2) of these study travel courses, and for any study travel courses they wish to join, they will be charged applicable tuition, as described above.
  - Only one tuition waiver may be applied per academic year.

- Non-Whittier student and non-student participants must pay both the tuition fee and the program fee for each Jan Term and May Term study travel course. Tuition waivers apply ONLY to Whittier College students.

**Payment to Various Parties**
As described above, vendor payment deadlines help the OIP set student payment deadlines. The following is also important to be aware of:

- The OIP will determine how (by check, wire, cash) and when payments for airfare, housing, food, transportation, entrance fees, guides, interpreters, and other arrangements will be made to vendors and make arrangements accordingly with the Business Office. OIP staff will also work with faculty to liaise with their contacts regarding payment arrangements.

**Travel Warnings, Advisories, Visas, and Passports**
The OIP will check with the U.S. State Department website to make certain there are no travel advisory opinions that would prohibit Whittier College from sponsoring travel to the country and
then see which medical precautions are necessary for the country (or countries) on the course itinerary.

- If a country has a travel advisory posted, more information will be needed and the situation in-country will need to be carefully watched. The OIP will provide information to the Administration about any study travel course in a country with a travel advisory, and the Administration will make the final decision about whether the course will be approved or cancelled. The College reserves the right to cancel a course if it deems the health and safety of the students and faculty at risk as departure draws closer.
- Depending on the course location, vaccinations may need to be administered many months before the trip. The OIP will refer to the CDC website and check with Student Health Services about any required vaccinations and communicate this information to the faculty leaders. Faculty leaders shall ensure that participants have the required vaccinations.
- The OIP will inform the faculty leaders if a visa is required for travel to countries on the course itinerary. The fee for this visa and any processing charge may be built into the program fee, if the visa application can be handled by a 3rd party. Otherwise, the visa fee is a separate cost that participants will cover separately. The OIP and faculty leaders will advise participants about visa fees.
- All program participants must have a passport that is valid for at least 6 months after the date of departure.

**Student Application, Selection & Clearances**

- The OIP has developed an online application process, which includes creating an account, completing a general application form, and submitting a statement of interest. The OIP will provide the faculty leaders access to the applications received for review. Faculty will develop a selection process and criteria that they deem appropriate for selecting approved participants.
- Before students are notified of acceptance, the faculty must provide a list of approved students to the OIP, which the OIP will then submit to the Dean of Students for disciplinary clearance. Once students are cleared by the Dean of Students, the OIP will notify all the approved participants of their acceptance into the course and discuss the next steps. For non-Whittier students, a disciplinary clearance from the home school will be required.
- Where applicable, the list of accepted students will be forwarded to the Director of Student Health Services at least 6 weeks prior to the trip, allowing the Director to review students’ health files and identify any vaccinations participants still need for travel to the host country.

**Other Participants**

**Non-Whittier Student Participants**

Non-Whittier students may join Whittier study travel courses.

- Any non-Whittier student wishing to receive academic credit will be expected to complete the same online application as Whittier students.
- Accepted non-Whittier students wishing to receive academic credit must complete required coursework and join in all scheduled activities while participating in the course. Accepted non-Whittier students not receiving credit must also join in all scheduled activities while participating in the course.
• Accepted non-Whittier student participants must pay the same nonrefundable deposit and applicable program fees.
• Accepted non-Whittier student participants must also pay applicable Whittier tuition and administrative fees related to processing their Official Whittier transcripts.

Non-Student Participants
Non-student participants, such as alumni, community members, and Whittier faculty/staff, may participate in study travel courses.
• These types of participants are not required to complete an application, but the OIP will require them to create an account in the online system for administrative and tracking purposes.
• Accepted non-student participants must pay the same nonrefundable deposit and applicable program fees, in addition to any Whittier administrative fees that apply.
• Accepted non-student participants must also join in all scheduled activities while participating in the course.
• Tuition fees do not apply to non-student participants, as they will not receive course credit.

Non-US citizens on the trip
Regardless of whether they fall under the category of Whittier student or “other participants,” non-US citizens pose some additional planning. The OIP will address the following issues related to non-US citizen participants in a study travel course:

• Advising for non-US citizen participants who will require a visa to travel to the country/countries listed in the course itinerary;
• Advising for participants who need an updated I-20 before leaving the USA, in order to be able to re-enter the USA. The OIP will work with the Whittier College PDSO/DSO, to assist with this matter.

Flight Arrangements
The OIP will assist faculty in deciding if it will be simpler and more cost efficient to let students make their own flight arrangements or to build group flight arrangements into the program cost.

• If participants will arrive in country independently, travel information will be collected through the online system prior to departure. The OIP will provide a firm date and time by which participants should arrive and when they may return home. The OIP will compile individual flight info and provide this information to the faculty in their VINs.
• If the participants fly as a group, the OIP will coordinate the flight arrangements and communicate the ticketing information to the faculty and participants. Faculty will be in charge of flight and ticket information while travelling, though the OIP will continue to assist as necessary. Most tickets are electronic, but in the case that paper tickets are issued, the OIP will distribute them to faculty and participants, requiring a signed release for each ticket. After signing the release and receiving the paper ticket, the individual ticket holder becomes responsible for his/her own ticket and any costs associated with replacing a lost ticket.
Side Trips and Excursions
Side trips and excursions are opportunities that will arise during the experience that are not necessarily required parts of the course. During free time, participants will be permitted to travel independently. Participants must provide faculty leaders with their travel information during this free time, including: names, destinations, travel information, and contact numbers. Independent travel, or travel that is not specified as a required class activity in the course syllabus or itinerary, is not considered a valid reason for participants to miss required class activities. The OIP Faculty Leaders will advise participants to structure their free time wisely to avoid missing scheduled class activities, which could cause complications for the entire group.

Managing Emergencies/Crises Abroad
The OIP will provide faculty with a copy of the College’s “Crisis Management Procedure” document prior to departure. This includes a list of Whittier College personnel who need to be contacted in the event of an emergency/crisis that arises during the trip, as well as procedures faculty must follow in the case of an emergency.

- Many resources are available through Consular Affairs – Embassies/Consulates - www.travel.state.gov, such as Traveler services, Emergency passports, Financial assistance, Welfare and whereabouts, Arrest cases, Crime/terrorism victim assistance, Death cases, Crisis response
- Lost passports – go to nearest embassy or consulate; electronic now; expedites emergency issuance.
- The OIP will register your group with the local consulate/embassy prior to your arrival.

Mandatory Medical Insurance
All study travel course participants and faculty will be insured through the College’s HTH Worldwide Services policy. The policy provides $250,000 of coverage per injury or illness with a $0 deductible, 24-hour world-wide emergency assistance access, $135,000 of combined coverage for emergency medical transportation/evacuation, accidental death and dismemberment, and repatriation of mortal remains, and peace of mind for participants, faculty and parents. Another benefit of this insurance includes the “Bedside Visit”, which provides up to $2,500 coverage of costs related to bringing a parent or guardian to the student, should his or her presence be necessary. Additionally, the plan provides for political and natural disaster evacuation coverage. The cost of all this coverage is $12-15 per week, regardless of age.

The OIP will enroll faculty and participants in the plan and provide insurance coverage information to all members of the group. Additional information for emergency procedures, scheduling doctor visits, or processing of reimbursements will be provided to participants by HTH Worldwide upon enrollment.
# STUDY TRAVEL COURSES – PLANNING AND ADMINISTRATIVE DEADLINES

<table>
<thead>
<tr>
<th>Jan Course</th>
<th>Summer Course</th>
<th>Function</th>
<th>Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>December 1st</td>
<td>December 1st</td>
<td>Preferred Course Proposal Deadline</td>
<td>This deadline coincides effectively with regular academic planning, as academic departments begin preparation for the next academic year(s) as early as December, in order to finalize course schedules at the start of the following spring term. For January and Summer 2015, proposals are due by 1 December, 2013, for example. At this time, the following information should be provided: - Course proposal and syllabus - Program itinerary</td>
</tr>
<tr>
<td>End of fall term</td>
<td>End of fall term</td>
<td>Proposal decision returned to faculty</td>
<td>The Dean will return a decision to the OIP, and OIP staff will relay this decision and information about the next steps to faculty.</td>
</tr>
<tr>
<td>January-May; September</td>
<td>January-May; Sept-October</td>
<td>Promotion and Recruitment</td>
<td>During this time, the faculty, together with OIP will hold recruitment activities to promote the course. Activities can include class presentations, the Study Abroad Fair, a Faculty-Led Programs Fair, info sessions and tables at Whittier and partner institutions</td>
</tr>
<tr>
<td>March 1st</td>
<td>October 1st</td>
<td>Preferred Application Deadline</td>
<td>For stand-alone Jan term or Summer, as well as fall/Jan term and spring/Summer pair courses</td>
</tr>
<tr>
<td>Fall Add/Drop Deadline (mid-Sept)</td>
<td>Spring Add/Drop Deadline (early Feb)</td>
<td>Latest</td>
<td>At the faculty leader’s discretion, students may be added until the “Latest” deadline. After this deadline, due to logistics, passport and visa applications and payment processing, no more students will be accepted. If the OIP is working with a provider that has earlier deadlines, the deadlines here may be adjusted to meet the provider’s deadline instead.</td>
</tr>
<tr>
<td>Two weeks after notice of acceptance</td>
<td>Two weeks after notice of acceptance</td>
<td>Preferred Deposit Deadline</td>
<td>Students must submit their non-refundable program deposit fee ($250) within 2 weeks of being accepted into a course, but no later than 1 week following the relevant term’s Add/Drop deadline. Placing the deposit is a confirmation of acceptance and the payment is non-refundable.</td>
</tr>
<tr>
<td>March 2nd</td>
<td>March 2nd*</td>
<td>Financial Aid - FAFSA Application Deadline</td>
<td>Students must complete the FAFSA application by 2 March; however, the application is available from January 1. Students must provide the anticipated program costs in this application, if they wish to qualify for additional financial aid. *For summer courses, students must still complete the FAFSA by March 2nd the previous academic year.</td>
</tr>
<tr>
<td>Event</td>
<td>Date Range</td>
<td>Responsibility</td>
<td></td>
</tr>
<tr>
<td>-------------------------------------------</td>
<td>-----------------------------</td>
<td>--------------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Two weeks after start of fall term (mid-Sept)</td>
<td>Two weeks after start of spring term (mid-Feb)</td>
<td>Financial Aid Disbursement For students relying on financial aid, if packaged correctly, they should receive their aid with enough time to meet the final payment deadline.</td>
<td></td>
</tr>
<tr>
<td>Fall Add/Drop Deadline (mid-Sept)</td>
<td>Spring Add/Drop Deadline (early Feb)</td>
<td>Travel Course Cancellation If the determined minimum number of students have not deposited, then the travel course is cancelled; students’ deposits are refunded. If the OIP is working with a provider that has an earlier cut-off date, the cancellation deadline may be adjusted to meet the provider’s deadline instead.</td>
<td></td>
</tr>
<tr>
<td>One week prior to first Day of Registration for Jan/Spring (mid-Nov)</td>
<td>One week prior to first Day of Registration for Jan/Spring (mid-Nov)</td>
<td>Required Student Forms Due Students must submit required forms and a copy of their passports to the OIP before they can register for a stand-alone course.</td>
<td></td>
</tr>
<tr>
<td>One week prior to first Day of Registration for following Fall (mid-April)</td>
<td>One week prior to first Day of Registration for Jan/Spring (mid-Nov)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>November 1st</td>
<td>April 1st</td>
<td>Student Final Payment Deadline If the OIP is working with a provider that has earlier payment deadlines, the final payment deadline may be adjusted to meet the provider’s deadline instead. Financial aid is disbursed 2 weeks after the start of each term. Please note that students who are requesting financial aid to pay for Jan term program fees must have enough aid packaged and disbursed in the fall term to be able to meet the payment requirements; likewise, students participating in Summer programs must have enough aid packaged and disbursed in both fall and spring terms to meet payment requirements.</td>
<td></td>
</tr>
<tr>
<td>Jan Registration Week (mid-Nov)</td>
<td>Spring/May Registration Week (mid-Nov)</td>
<td>Course Registration Students must register for the course during their assigned registration period. Students who have not</td>
<td></td>
</tr>
<tr>
<td>December 1st</td>
<td>April 15th</td>
<td>Deadline for Vendor Payments/Cash Advance Requests If the OIP is working with a provider that has earlier payment deadlines, the final payment deadline may be adjusted to meet the provider’s deadline instead.</td>
<td></td>
</tr>
<tr>
<td>December 1st</td>
<td>May 1st</td>
<td>Pre-Departure Orientation OIP and faculty will hold a pre-departure orientation no later than this date.</td>
<td></td>
</tr>
<tr>
<td>Two weeks after grades are due (late-Feb)</td>
<td>Two weeks after program ends (varies)</td>
<td>Transcripts are issued and mailed out to external student participants. External applicants will have submitted a transcript request form as one of the materials required post-decision. These will be forwarded to and processed by the Registrar after grades have been recorded.</td>
<td></td>
</tr>
</tbody>
</table>
Upon acceptance into this faculty-led course, a **non-refundable $250** deposit must be submitted to Whittier College. The deposit will be applied to the final program cost, reducing the balance owed. If a student decides to withdraw from the course, the student understands that this deposit is forfeit.

If a student elects to cancel participation in the course, any refund will be determined according to the schedule provided below:

<table>
<thead>
<tr>
<th>CANCELLATION DATE</th>
<th>STUDENT IS LIABLE FOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>January Courses:</td>
<td>Withdrawal before this final payment deadline incurs NO LIABILITY for program fee or tuition (however, deposit, university fees, and any special charges made on the student’s behalf up to this point are non-refundable and the responsibility of the student)</td>
</tr>
<tr>
<td>After initial acceptance &amp; deposit; before November 1st</td>
<td></td>
</tr>
<tr>
<td>Summer Courses:</td>
<td>50% of program fee and 0% of tuition (in addition, the deposit, applicable university fees, and any special charges made on the student’s behalf up to this point are non-refundable and the responsibility of the student)</td>
</tr>
<tr>
<td>After initial acceptance &amp; deposit; before April 1st</td>
<td></td>
</tr>
<tr>
<td>After Nov 1st (January courses)/ April 1st (Summer courses) but more than 45 calendar days prior to the official departure date of the course</td>
<td></td>
</tr>
<tr>
<td>Less than 45 days before the official departure date of the course</td>
<td>100% of program fee and 0% tuition (in addition, the deposit, applicable university fees, and any special charges made on the student’s behalf up to this point are non-refundable and the responsibility of the student)</td>
</tr>
<tr>
<td>On or after the official departure date of the course</td>
<td>100% of program fee and 0% tuition (in addition, the deposit, applicable university fees, and any special charges made on the student’s behalf up to this point are non-refundable and the responsibility of the student)</td>
</tr>
</tbody>
</table>
Whittier College
New Study Travel Course Proposal

Course title: ____________________________________________________________

Course #: _________ Pair Course # (if applicable): __________

Term/Dates of course (including year): _____________________________________

If course is a pair, indicate the desired term pairing: Fall/Jan term □ Spring/Summer □

Course prerequisites (if any): __________________________________________________

Non-Whittier Students and non-student participants may be permitted to participate in this course. Please consider this when determining course prerequisites.

Program Location: ________________________________________________________
(list all countries & cities)

Number of units: ___ Grade Option: □ Letter Only □ CR/NC Only □ Choice of either CR/NC or Letter

Enrollment: Min # ___ Max # ___ Level (check all that apply): □ Freshmen □ Soph □ Jr □ Sr

Open to the following majors: _______________________________________________

Lead faculty member: __________________________ Dept: _______________________

Will you teach this course □ On-Load? □ Off-Load?
Please note, May Term faculty-led courses may only be taught off-load.

a. If you are teaching this course on-load during Jan Term, has this course replaced a course you would normally teach on campus? □ Yes □ No
b. If “Yes,” how have you determined with your Department Chair to resolve this scheduling matter for the relevant academic year? Please choose one:
   □ I will teach the replaced course during __ Fall Term __ Spring Term 20________
   □ Another professor will teach the replaced course. Professor’s name:
   ________________________________________________________________
   □ Other solution: ________________________________________________

Department Chairperson’s Signature: ___________________________ Date: __________

Co-Leader: __________________________ Dept: _____________________________

Note: A course must have a minimum enrollment of 20 participants in order to include a second faculty leader.

Will you teach this course □ On-Load? □ Off-Load?
Please note, May Term faculty-led courses may only be taught off-load.

a. If you are teaching this course on-load during Jan Term, has this course replaced a course you would normally teach on campus? □ Yes □ No
b. If “Yes,” how have you determined with your Department Chair to resolve this scheduling matter for the relevant academic year? Please choose one:
   □ I will teach the replaced course during __ Fall Term __ Spring Term 20________
   □ Another professor will teach the replaced course. Professor’s name:
   ________________________________________________________________
   □ Other solution: ________________________________________________

Department Chairperson’s Signature: ___________________________ Date: __________
By signing my name below, I agree that, except in the case of an emergency, I am obligated to lead the proposed faculty-led course, if 1) the course is approved by all required parties; 2) the course meets minimum enrollment requirements or is deemed financially viable, should the enrollment fall under the stated minimum enrollment number; and 3) the applicants meet eligibility requirements.

<table>
<thead>
<tr>
<th>Lead Faculty Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Co-Leader Signature</td>
<td>Date</td>
</tr>
</tbody>
</table>

**For Dean’s Office Use (All courses):**

- [ ] The proposed Faculty-Led Study Abroad course is approved and will be forwarded for EPC approval.
- [ ] The proposed Faculty-Led Study Abroad course is not approved at this time. Please contact me to discuss the following:

Dean’s Signature ____________________________ Date: ____________________

CC: Fritz Smith
Please attach the following documents to your proposal

- Course description and/or syllabus, including Student Learning Outcomes
- Desired itinerary – The more detail you can provide, the easier it will be for the OIP to create an accurate budget. The itinerary should include tentative departure and return dates, number of days you plan to spend in each location abroad, and any activities you are certain about including.

Please address the following questions on a separate piece of paper:

1. As the faculty leader for this course, what experience, if any, do you have in leading travel study programs?

2. As the faculty leader for this course, what experience, if any, do you have in the destination country/countries?

3. Are you a tenured faculty member? □ Yes □ No

4. Will your course be appropriate for the following participants? Please check all that apply:
   - □ Incoming First-Year or Transfer Whittier College students not yet matriculated
   - □ Current Undergraduates
   - □ Non-Whittier College students, international or domestic, who would be interested in taking this course to fulfill requirements at their home universities/colleges
   - □ Non-Degree-Seeking Participants, such as alumni, other faculty and staff, friends of the College, professionals, etc.
   - □ High school students wishing to earn college credit
   - □ Other Individuals – Please describe ______________________________

5. Does this course fit in one of the following disciplines or course categories:
   - □ Lib Ed Requirement CON1       □ Lib Ed Requirement CON2
   - □ Lib Ed Cultures Requirements: CUL1, CUL2, CUL3, CUL4, CUL5, or CUL6
   - If so, which one(s)? _______________
   - □ Arts       □ Humanities       □ Physics       □ Math
   - □ Environmental Science       □ Other – Please describe ______________________________

Please submit your completed proposal to the Office of International Programs. The latest date to submit a course proposal for January and Summer courses is December 1st, prior to the academic year in which you wish to offer the course.
Whittier College
Study Travel Course - Notification and Approval Form
(For Existing Faculty-Led Study Travel Courses)

Course Title: _____________________________________________________________

Term/Dates of course: ______________________________________________________

If course is a pair, indicate the desired term pairing: Fall/Jan term □     Spring/Summer □

Course prerequisites (if any): ________________________________________________

Non-Whittier Students and non-student participants may be permitted to participate in this course.
Please consider this when determining course prerequisites.

Will the course travel to a new location/to new locations? □ Yes □ No

If yes, please list the new location(s):
__________________________________________________________________________
__________________________________________________________________________

Faculty #1 (Lead): ___________________________ Department _______________________

Will you teach this course □ On-Load? □ Off-Load?

Please note, May Term faculty-led courses may only be taught off-load.

a. If you are teaching this course on-load during Jan Term, has this course replaced a course
you would normally teach on campus? □ Yes □ No

b. If “Yes,” how have you determined with your Department Chair to resolve this scheduling
matter for the relevant academic year? Please choose one:
   □ I will teach the replaced course during ___ Fall Term ___ Spring Term 20__
   □ Another professor will teach the replaced course. Professor’s name:
   _______________________________________________________________________
   □ Other solution: _______________________________________________________________________

Department Chairperson’s Signature: ___________________________ Date: ______________

Faculty #2: ___________________________ Department _______________________
(If student group will enroll at least 20 people)

Will you teach this course □ On-Load? □ Off-Load?

Please note, May Term faculty-led courses may only be taught off-load.

a. If you are teaching this course on-load during Jan Term, has this course replaced a course
you would normally teach on campus? □ Yes □ No

b. If “Yes,” how have you determined with your Department Chair to resolve this scheduling
matter for the relevant academic year? Please choose one:
   □ I will teach the replaced course during ___ Fall Term ___ Spring Term 20__
   □ Another professor will teach the replaced course. Professor’s name:
   _______________________________________________________________________
   □ Other solution: _______________________________________________________________________

Department Chairperson’s Signature: ___________________________ Date: ______________
By signing my name below, I agree that, except in the case of an emergency, I am obligated to lead the proposed faculty-led course, if 1) the course is approved by all required parties; 2) the course meets minimum enrollment requirements or is deemed financially viable, should the enrollment fall under the stated minimum enrollment number; and 3) the applicants meet eligibility requirements.

<table>
<thead>
<tr>
<th>Lead Faculty Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Co-Leader Signature</td>
<td>Date</td>
</tr>
</tbody>
</table>

For Dean’s Office Use (All courses):

- [ ] The proposed Faculty-Led Study Abroad course is approved for the term indicated above.
- [ ] The proposed Faculty-Led Study Abroad course is not approved at this time. Please contact me to discuss the following:

Dean’s Signature ___________________________  Date: ______________________

CC: Fritz Smith