I. Program (Combined “Program” and “Educational Program” section)

1. **All faculty led study abroad programs** are subject to the same standards, university policies and procedures as any other academic program except where otherwise stipulated by this document. *(Reworded and replaced policies)*

2. **Program Content (Reworked category with some new items)**
   a. **Learning Content** - All new undergraduate study abroad programs should address one or more of the learning outcomes articulated in the vision statement of the strategic plan for internationalizing Loyola in addition to the specific discipline related learning outcomes of the program. The proposal should address these specific learning outcomes and how they will be accomplished and assessed.
      i. **Knowledge**: Loyola graduates will know and understand
         1. their culture in a global and comparative context;
         2. that their culture is one of many diverse cultures and that alternate perceptions and behavior may be based in cultural differences;
         3. how historical and current forces shape world systems;
         4. other languages and cultures (beliefs, values, perspectives, practices, and products).
      ii. **Skills**: Loyola graduates will
         1. interpret issues and situations from more than one cultural perspective;
         2. use knowledge, diverse cultural frames of reference, and alternate perspectives to think critically and to work toward more just relationships within and between societies;
         3. speak, listen, read, and/or write in a language other than their first language.
      iii. **Attitudes**: Loyola graduates will
         1. be willing to learn from others who are culturally different from themselves;
         2. accept cultural differences and tolerate cultural ambiguity;
         3. appreciate the language, art, religion, philosophy, and material culture of different peoples.
   b. A substantial portion of the academic program must be related to the socio-cultural environment of the host country. **Class-hour credit may be awarded for extra-curricular lectures and field trips only when the content is academic in nature and related to the class for which the credit is awarded.**
   c. Where possible opportunities for local engagement should be incorporated into the program, e.g. service learning, internships, host families, interaction with students from the host country, etc.
   d. The program should provide language and intercultural development opportunities appropriate to the mission.
   e. The program should include opportunities for reflection during and after the experience.
   f. The program provides orientation for students prior to departure and upon arrival that includes discussion of the academic program, health and safety issues, adjustment to the host culture, and information about the host location and
The program should also provide students with a continuous "orientation" to the host culture by providing them with information about the host location and culture in order to maximize their experience and learning.

g. The students learning outcomes and overall student experience are assessed at the program's conclusion so that subsequent programs are improved based on this assessment.

3. The number of students enrolled in the program shall not exceed the number appropriate to the academic content of the program, available facilities, the number and availability of faculty members, the administrative support structure, and any special educational program goals.

II. Faculty and On-site staff
1. All Loyola faculty on study abroad programs must go through annual training on best practices for study abroad. (new)
2. The faculty director must have a working cell phone during the program for emergencies and this number must be shared with students, parents and CIE.
3. The faculty director should hold an academic appointment from Loyola University New Orleans.
4. Either the faculty director or on-site coordinator (May be the same person) will be present on site for the duration of the program. (Combined)
5. The on-site coordinator or other responsible member of the program faculty or staff shall have had some experience with the same or a similar program or possess a background that is an adequate substitute for such experience.
6. The faculty director should make an exploratory site visit to the host country prior to the development of a formal proposal. (new)
7. At least one member of the full-time faculty or on-site staff must:
   a. Be fluent in both English and the language of the host country, and
   b. Be familiar with the country in which the program is offered

III. Students
1. Admission requirements will be determined by the college
2. Procedures for student advising and admission

Student complaints

IV. Physical facilities
1. Classroom, offices, library and study space must be adequate for the goals of the program.
2. Facilities must meet
3. Housing:
   a. Students are housed in safe, clean and culturally appropriate lodgings, and are provided with appropriate orientation to their housing situation.
   b. If housing made available by the program is significantly lower in quality, soundproofing, sanitation, or safety than housing normally used by students in the U. S., the housing must be described to students in detail.
   c. If the program does not provide housing, information on the availability, approximate cost, and location of housing must be provided.
4. Accommodation: The program seeks to accommodate students with physical or learning disabilities.
V. **Cancellation or Termination of Programs**

1. Cancellation policy must be specified in the published and online brochure.

2. If a program is subject to cancellation for insufficient enrollment or any other reason, the circumstances under which cancellation will occur must be disclosed in the application materials sent to prospective students.
   
   a. The following conditions must be met:
      
      i. For cancellation that occurs after a deposit has been paid, the program director must use his or her best efforts to make arrangements for each student enrolled to attend a similar program, if the student so desires.
      
      ii. If the program is canceled, all money advanced by the student shall be refunded within twenty (20) days after the date of cancellation.

3. **State Department and Center for Disease Control Information**:
   
   a. Consular Information Sheets - As part of the materials for the program, the director shall supply the U. S. State Department Consular Information Sheet for the country(ies) in which the program will be conducted.
   
   b. CDC country information - As part of the materials for the program, the director should supply the CDC Health Information for the country.

4. **Travel Warnings**
   
   a. If either the US Department of State or the Centers for Disease Control issue a travel warning for a particular country or region within a country, normally Loyola will suspend approval of study abroad following consultation with Risk Management. (new- based on policy for study by individual student in countries with travel alert approved by EAC.)

   b. If a Travel Alert or warning is issued prior to the departure of a program and following consultation with Risk Management, Loyola decides to continue the program, the updated information must be distributed promptly to students and students must be permitted to withdraw. Students shall be refunded fees.

   c. If, during the course of a program, a U. S. State Department Travel Warning is issued for the country(ies) in which the program is being conducted, students must be notified promptly of the warning and given an opportunity to withdraw from the program. Students who withdraw must be refunded fees paid except for room and board payments utilized prior to the date of withdrawal. If the program is terminated, students shall be refunded fees paid except for room and board payments utilized prior to the date the Travel Warning is issued.

vi. **Procedures for Approval**

1. **New Programs**
   
   a. Approval Process
      
      Any new study abroad program must be reviewed and approved by the following departments and committees:
      
      i. Sponsoring department
      
      ii. College
      
      iii. Education Abroad Committee reviews the programs adherence to study abroad guidelines and risk management issues. Proposals must be submitted to the EAC by August 1 for summer programs to be run in the following summer. (Is this enough time?) The EAC will take one of the following actions on any new program:
1. Approve unconditionally or with minor changes not affecting the finances, curriculum or strategic planning of the college. Refer to UC&C for review.
2. Approve with recommendations or conditions with financial, curriculum or strategic planning implications. Proposal would go back to the College for changes.
3. Not approve with specific recommendations. Proposal would go back to the College for changes.
4. University Courses and Curriculum Once the program is approved by the EAC the application will be sent to the UC&C by October 1. Upon approval by the UC&C, the proposal will be sent to the Provost for final approval (Please note, that this timeline may not be adequate time to advertise and recruit sufficient numbers of students.) If the Provost grants approval, the program will be evaluated with a site visit during its first year of operation. The Provost will then determine whether to approve the program for further operation on the basis of the site evaluation and a consideration of the first year operation including the results of the participants’ assessment of the program. Approval after the first year, if granted, is effective for five years. If it is determined that a program is no longer complying with the risk management/accreditation criteria, the program approval is immediately suspended pending resolution of risk management/accreditation criteria.

b. Program application
   i. a completed program information page (attached to the end of these guidelines)
   ii. a narrative of no more than seven, single-spaced pages which addresses the issues listed below (see Narrative Instructions).
   iii. Syllabi of courses to be offered
   iv. letters of support from the appropriate chairperson and dean(s), indicating department and college commitment to the program
   v. a detailed budget for the program
   vi. itinerary
   vii. Supporting documentation including contracts and/or publications on physical facilities including housing, institutional affiliation, classroom space, study space, travel agency etc.
   viii. CVs of non-Loyola on-site staff

2. Review and approval of continuing programs
   1. Annual monitoring of programs will be accomplished by completion of administrative questionnaires/check lists (checking for risk management and accreditation requirements), and student evaluations of programs.
   2. Overall educational purpose including a statement of how the program relates to the academic program and mission of the sponsoring college.
   3. Upon approval of the academic component of the program by the appropriate college curriculum committees, the Dean of the College, and the University Courses and Curriculum Committee, a program risk management audit and an accreditation checklist review will be conducted by the Distance Learning Committee.
4. Upon receiving the appropriate recommendations, the Provost will determine whether to approve the program for its first year of operation.

5. If the Provost grants approval, the program will be evaluated with a site visit during its first year of operation. The Provost will then determine whether to approve the program for further operation on the basis of the site evaluation and a consideration of the first year operation including the results of the participants' assessment of the program.

6. Approval after the first year, if granted, is effective for five years. If it is determined that a program is no longer complying with the risk management/accreditation criteria, the program approval is immediately suspended pending resolution of risk management/accreditation criteria.

Emergency Protocol
Previously approved

Information Release (All information is included in the online and paper brochure.)
The following information must be provided to each prospective registrant in writing in a timely fashion, usually in the printed and online brochure.

1. Dates, location(s), description of the program, and size of enrollment;
2. Description of each course and externship and the corresponding number of credit hours;
3. Schedule of classes with days and times for each class;
4. Requirements for student performance and grading method;
5. Description of all field trips, excursions, and planned extracurricular activities;
6. Enrollment limitations on any courses offered and criteria for enrollment;
7. Description of travel arrangements;
8. Description of housing arrangements;
9. Descriptive biographies of program on-site coordinator and of each participating faculty member;
10. Emergency contact information for on-site director or an informed contact person at the sponsoring institution and host institution;
11. Complete statement of all tuition, fees, anticipated living costs, and other expected expenses;
12. Description and location of classrooms and administrative offices;
13. The extent to which the country, city, and facilities are accessible to individuals with disabilities;
14. University Student Handbook and Student Policies and Procedures including specific policies and procedures of the program, and those relating to health and safety abroad, sexual harassment, alcohol and drug use, student complaints and emergencies. This is intended to be a complete disclosure of all the University policies, procedures, guidelines and rules governing study abroad;
15. Circumstances under which the program is subject to cancellation, what arrangements will be made in the event of cancellation, and prior cancellations, if any;
16. Information on Medical insurance purchase by program;
17. Conditions of participation;
18. Warning of specific health and safety risks associated with travel abroad and those associated with the particular country and venue of the program, including but not limited to crime, disease, cultural differences, etc.; U. S. State Department Consular
information documents related to all countries visited or traveled through during the program and, if applicable, all Travel Warnings for these countries;

19. **Circumstances under which the program is subject to cancellation, what arrangements will be made in the event of cancellation, and prior cancellations, if any;**

20. **Copies of waivers, participation agreements, contracts, etc.;**

21. **Crisis management plan.**