

Study Abroad, and You Can Too!

Best practices in Study Abroad Programs



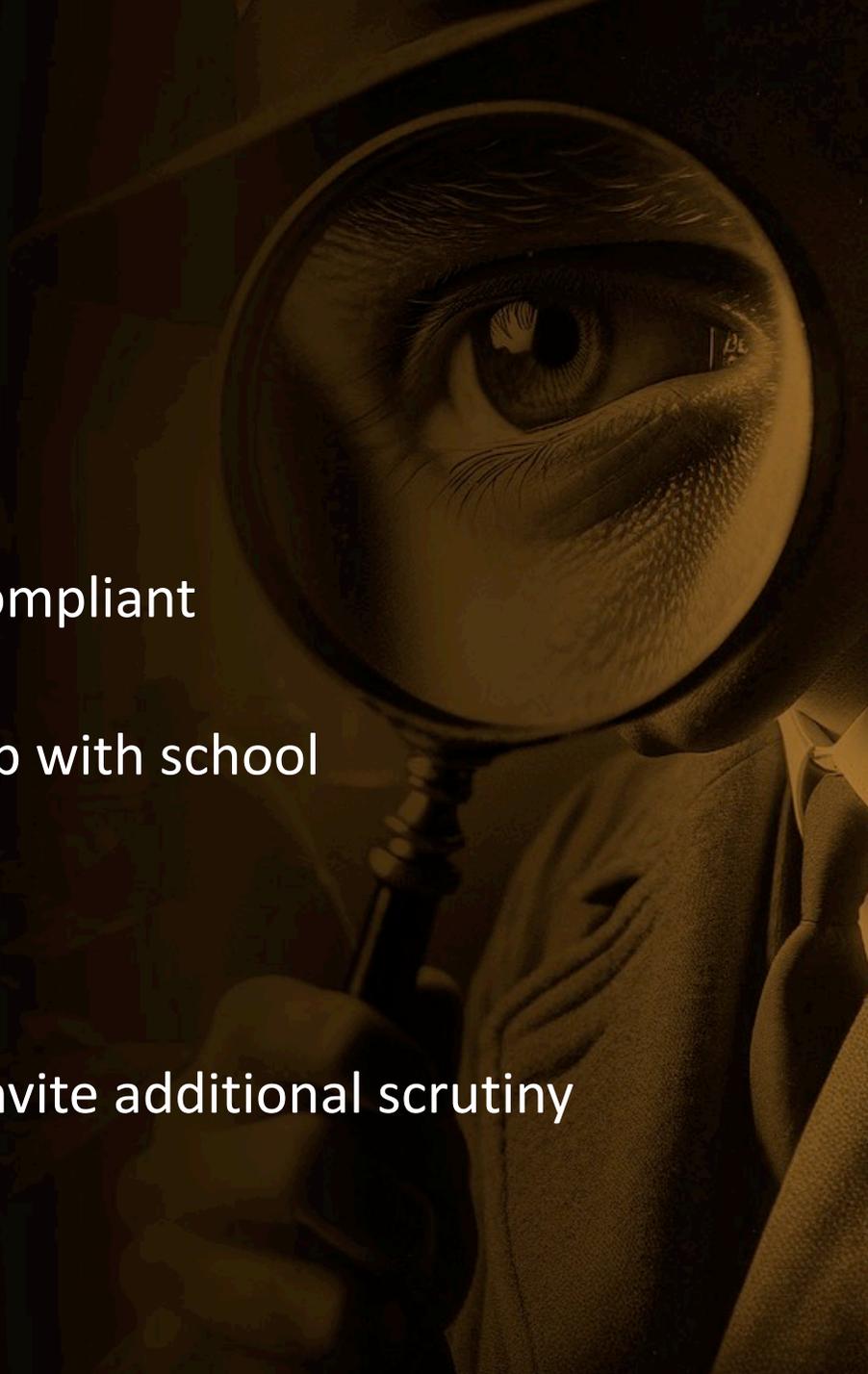
Overview

- PSUs Recent History (Program Reviews)
- Three kinds of Study Abroad
- Contracts – Required Elements and More
- Cash Management for Quarter Schools
- FA Administration for Quarter Schools
- Other Issues Flagged by ED



PSU's Recent History

- Portland State received **two** program reviews
- First, Third-Party Program Review
 - Not sure what triggered it—Possibly a Veterans' Compliant
 - Specialty unit out of Kansas City
 - Evaluates the third party, contracts and relationship with school
- Second, an Institutional Program Review
 - They reviewed everything, including Study Abroad
 - Morale of the story: third party relationships can invite additional scrutiny



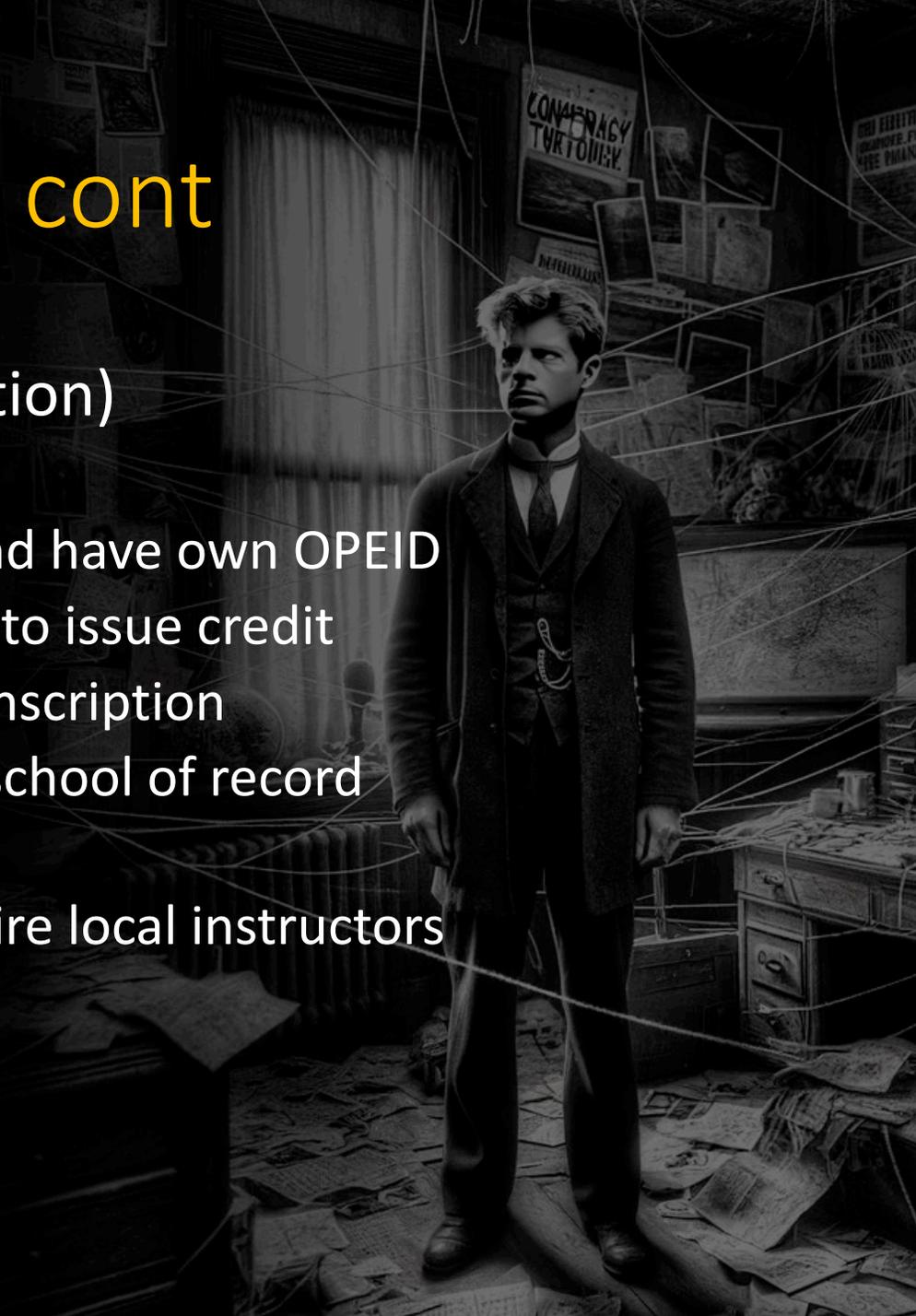
Three Kinds of Study Abroad

- The first kind: faculty-led
 - Faculty wants to take students to a trip in another country
 - As long as the instructor is paid by university, treated like normal course
 - Cash management, start and end dates, census, all apply
 - Note: faculty-led that start and end outside of term = irregular terms
- The second kind: direct exchange
 - This is a relationship with a foreign school that is recognized and accredited by a foreign government.
 - As long as university teaching staff are not being paid by university to teach there...more flexibility



Three Kinds of Study Abroad, cont

- Study Abroad of the Third Kind (Wide Variation)
 - Third Party Contracts with Providers
 - Some of these are independently accredited and have own OPEID
 - Some of these contract with a school of record to issue credit
 - Some offer direct credit and recommended transcription
 - Some offer consortium agreements with their school of record
 - Some partner with foreign schools directly
 - Some partner with foreign organizations that hire local instructors
 - Some of them are only 'gap year' programs



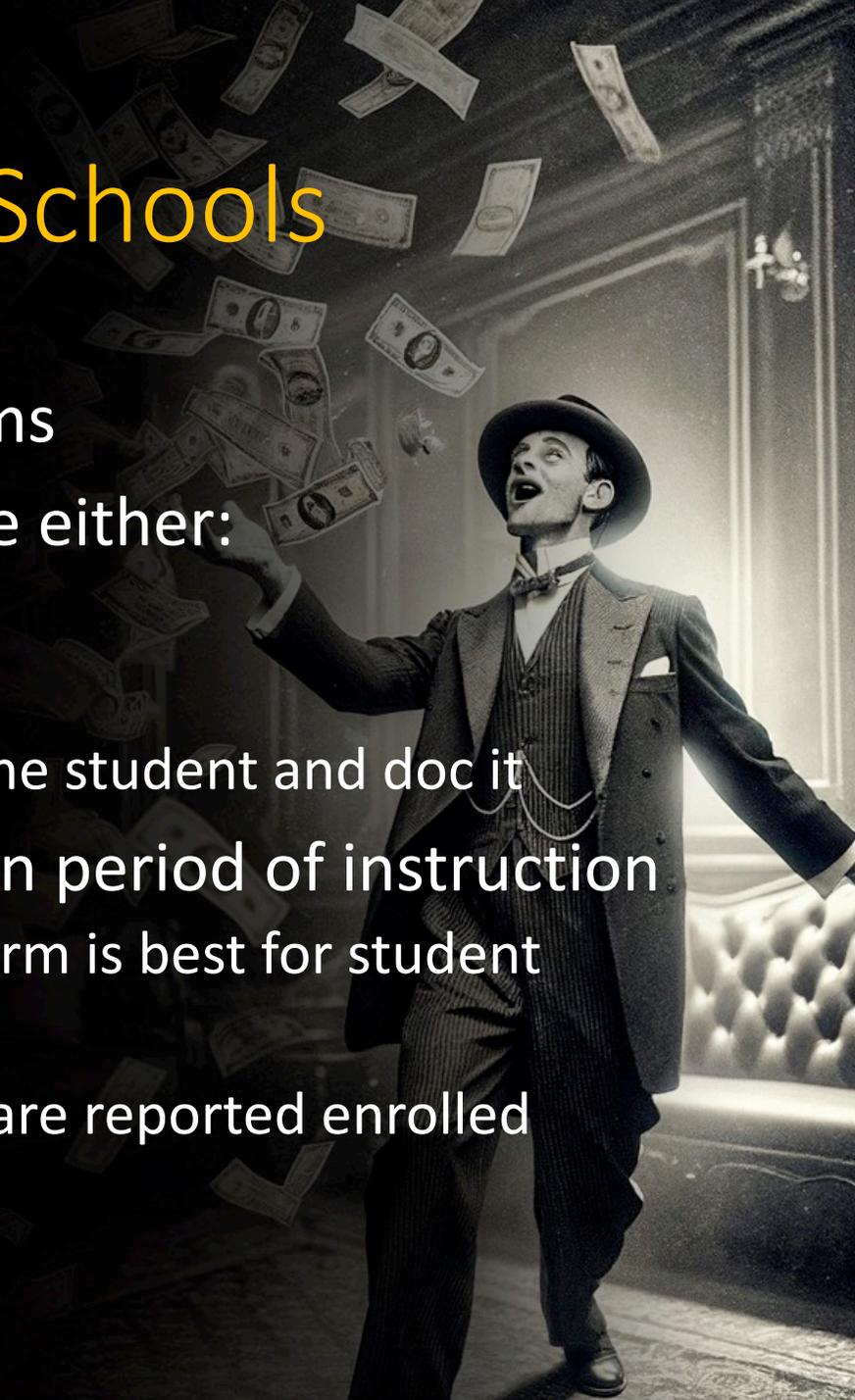
Contracts with Third Parties

- GEN 22-07 – A Love Letter (Lots in here)
 - NWCCU has a three-page check list of contract requirements
 - NWCCU doesn't review contracts that are less than 45 credits
 - Top items in contracts
 - University must demonstrate it retains curricular controls
 - It must meet accreditation standards
 - Must detail who is paying the instructors
 - Must not exceed 25% of a program
 - Must list how initiation of attendance and withdrawals will be reported
 - Must detail the timeframe in which enrollment and grades are reported
 - Be cautious of revenue sharing or recruitment clauses



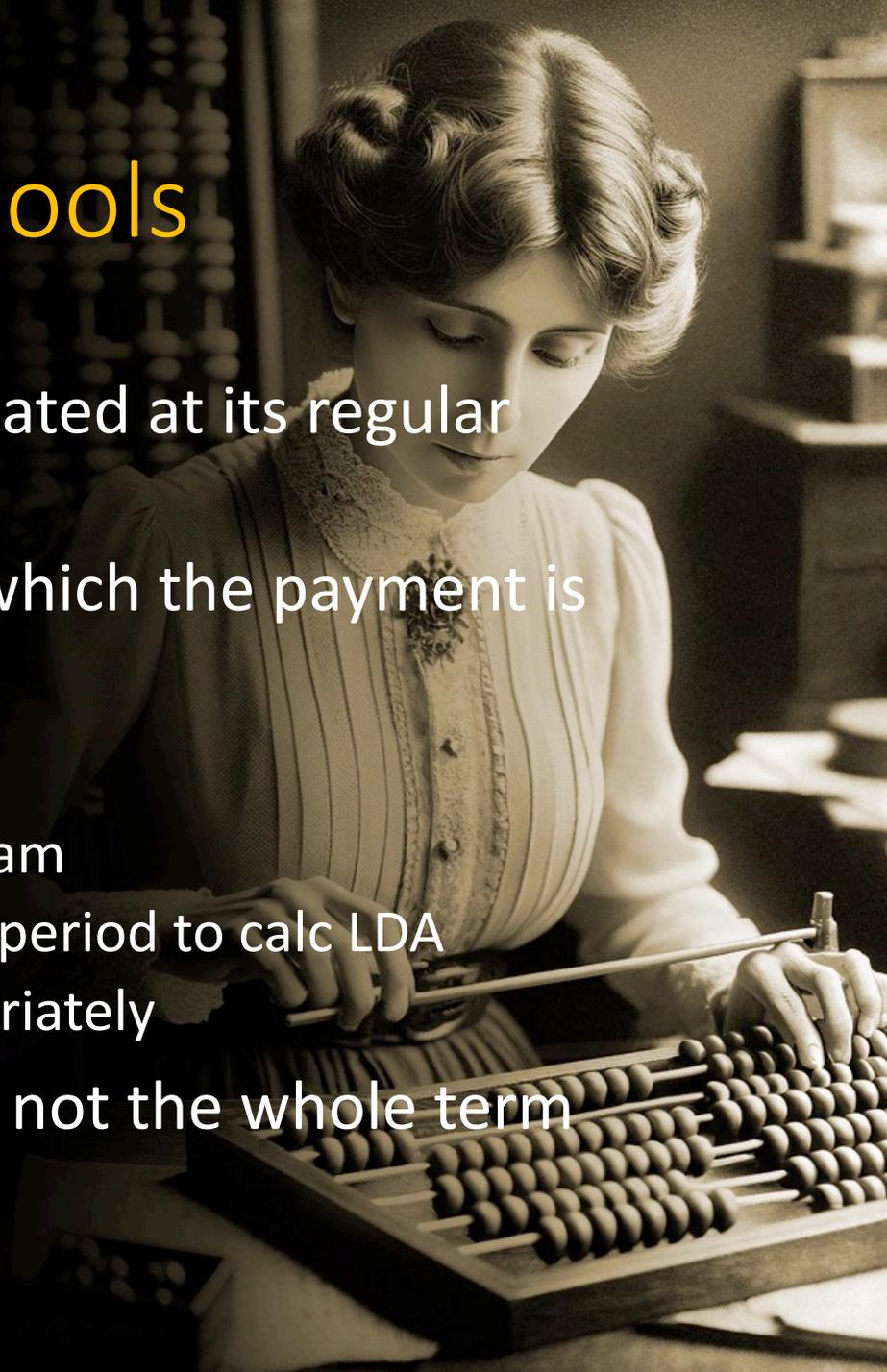
Cash Management for Quarter Schools

- Most study abroad programs span multiple terms
- You may disburse aid to students 10-days before either:
 - The start of your term OR
 - The start of the study abroad program
 - You must determine what is in the best interest of the student and doc it
- Pell and Loans may only be paid once per foreign period of instruction
 - If program spans multiple terms, must pick which term is best for student
 - Attach credits to a single term
 - Pay Pell and Direct loans on the term in which they are reported enrolled
 - Report the 'unenrolled term' as LOA or 'A'
 - May use another approach as long as it is automated



Administration for Quarter Schools

- Satisfactory Academic Progress must be calculated at its regular intervals, and assigned at assessment.
- Enrollment must be reported for the term in which the payment is assigned.
- Return to Title IV: If it Spans Multiple Terms
 - Calculate the percentage completed for the program
 - Take that percentage and apply it to the payment period to calc LDA
 - Perform the calculation and return money appropriately
- Return to Title IV: If it is Within One Term, but not the whole term
 - It is treated as modular coursework



Other issues flagged by ED

- The use of 'dummy credits'
 - These should be converted to attempted courses before student returns
 - This is to monitor repeat course work rules
- Administrative marks must convert to grades within 1 year
- Must have a mechanism to prevent +25% of program abroad
- Must ensure that students are regularly admitted students (home)
 - Quick admits for School of Record Students okay
 - Consider doing consortium for these



Best Practices

- Governance of Study Abroad Curriculum
 - Many schools exclude SA from governance
 - Consider creating a curricular control for this
- Contract Authority
 - Know who you are dealing with and what kind of organization
 - Registrar – who will be issuing credit, reporting, and LOAs
 - Financial Aid – cash management, budget adjustments
 - Business Office – ensure budgets are accurate and accounts payable



Questions and Comments

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