

# STUDY ABROAD AUTHORIZATION FORM

After departmental and college signatures are obtained, send copies of this form to the Study Abroad Office. Forms should reach Study Abroad Office by April 1 for Fall/Winter courses and November 1 for Spring/Summer courses. The Study Abroad Office will forward completed form to the Risk Management office with a Study Abroad Risk Evaluation Form. The University Provost's Office will send the completed document back to the Study Abroad Office

(1) COURSE NUMBER \_\_\_\_\_ COURSE NAME \_\_\_\_\_

(2) SEMESTER/YEAR: \_\_\_\_\_

(3) DEPARTURE DATE: \_\_\_\_\_ RETURN DATE \_\_\_\_\_

(4) DESTINATION(S): \_\_\_\_\_

(5) PROGRAM LEADER: \_\_\_\_\_

(6) CO-LEADER(S): \_\_\_\_\_

(7) DEPARTMENT/COLLEGE/CAMPUS: \_\_\_\_\_

(8) PER STUDENT FEES: \$ \_\_\_\_\_ PER STUDENT TUITION: \$ \_\_\_\_\_

(9) TOTAL ESTIMATED COSTS: \$ \_\_\_\_\_

(10) ATTACHMENTS: a) Syllabus; b) Itinerary; c) Budget with Payment Schedule; d) Risk Evaluation; e) Draft Contract and Evidence of Liability Insurance from Tour Provider

PROGRAM LEADER: \_\_\_\_\_ DATE \_\_\_\_\_

DEPARTMENT CHAIR/DIRECTOR: \_\_\_\_\_ DATE \_\_\_\_\_

COLLEGE STUDY ABROAD COMMITTEE: \_\_\_\_\_ DATE \_\_\_\_\_

STUDY ABROAD OFFICE: \_\_\_\_\_ DATE \_\_\_\_\_

COLLEGE DEAN or CAMPUS EXECUTIVE: \_\_\_\_\_ DATE \_\_\_\_\_

RISK MANAGEMENT OFFICE: \_\_\_\_\_ DATE \_\_\_\_\_

University Provost: \_\_\_\_\_ DATE \_\_\_\_\_

Finance / Enrollment Services Department Use Only

AR Code linked to course: \_\_\_\_\_ GL number:                     -56420                     Date: \_\_\_\_\_

# Completing the Study Abroad Authorization Form

## Instructions for Completing “Study Abroad Authorization Form” (SAAF)

- Line (1): Please provide the name and course number for the course. If this is a new course, ensure that a course authorization form (CAF) has been completed.
- Line (2): The semester and year that the trip is taking place should be included on this line. As an example Fall 2017 should be input as “*FA/17*”.
- Line (3): The actual dates of the trip should be included on this line. An example would be, “*November 15, 2016 thru November 20, 2016*”. These dates are requested so that the university risk management office can ensure appropriate insurance coverage and protection for travelers.
- Line (4): The destination of the trip, including countries and cities, should be included on this line.
- Line (5): The name of the program leader who is initiating this request and is sponsoring the trip should be included on this line. See “University Financial Policies and Procedures” document for additional financial responsibilities of the faculty sponsor.
- Line (6): The names of additional co-leader(s) accompanying the trip. All study abroad trips require at least two FDU faculty and/or staff. Ideally, these persons will be of different genders.
- Line (7): The department, college and campus offering the course should be included on this line. An example would be “*Modern Languages, Becton College, Florham Campus*”.
- Line (8): The per student cost represents the per student travel rate to participate in this particular trip, including any non-refundable deposits required prior to registration. The per student tuition is the amount of tuition to be paid by students not covered by a flat-rate tuition plan. All students pay a per credit tuition rate for summer and winter session courses. **The per credit rate is discounted by 25 percent** for all faculty-led study abroad courses, regardless of level or destination. This discount is intended to make study abroad more affordable. **Please enter the discounted tuition amount in the space provided.**
- Line (9): Total estimated costs represent an approximation of the various costs required to run the trip abroad, including any expenses for faculty and co-group leaders.
- Line (10): Required Attachments. a) A **preliminary syllabus** for the course is requested so that deans, directors and chairs can determine whether an appropriate number of contact hours have been scheduled to satisfy state requirements. b) A **preliminary itinerary** should indicate any location (town, city) where students will be visiting, locations where students will be staying overnight, and means of transportation between locations. c) A **preliminary budget** must be attached and break out the costs by type of expense. For example, there should be an estimate for airfare, lodging, domestic travel, excursions, meals, insurance, etc. The sum of these estimates should be put on this line. The preliminary budget must include a **student payment schedule** indicating deadlines for

deposits and final payments. d) **risk evaluation form** to be completed by completed by Study Abroad Office. e) if a tour operator is being used, a **draft contract will be attached with evidence of general and professional liability insurance** from the operator.

Line (11): Approval Signatures.

By signing his/her name, the **faculty sponsor/group leader** agrees to adhere to all policies and procedures contained in "University Study Abroad Financial Policies," "University Study Abroad Emergency Response Protocols," and "University's Travel and Business Expense Policy." Faculty sponsors and group leaders will be expected to familiarize themselves with all applicable policies and protocols prior to departure.

- The faculty sponsor/group leader understands that s/he is not to put payments or deposits for trip costs on his/her personal credit card. Such payments and deposits should be made through purchase order. Payments made in violation of this policy can not be reimbursed.
- The faculty sponsor/group leader agrees that the University is not required to reimburse him/her for unreasonable or unnecessary expenses incurred during travel that would exceed funds billed to the students.
- The faculty sponsor/group leader agrees to report criminal incidents (Clery Act) and/or incidents of discrimination or harassment (Campus SAVE Act and Title IX) occurring during the trip promptly to proper university authorities per the "University Study Abroad Emergency Response Protocols.
- The faculty sponsor/group leader agrees to complete on-line training for mandatory Clery Act (reporting criminal incidents) and Campus SAVE Act and Title IX (reporting cases of discrimination or harrassment) compliance prior to the departure of the trip. Please see attached sheet for details.

By signing his/her name, the **Department Chair or School Director, College Study Abroad Committee (where applicable), and College Dean** are approving the academic dimensions of the course (e.g. fittedness for study abroad, number of contact hours) presented by the faculty sponsor/group leader, its budget, and per student cost, and authorizing a new general ledger account to be set up, and the students to be billed accordingly.

By signing his/her name, **the Study Abroad Office and Risk Management Office** are indicating that the proposed program has been reviewed and complies with all University policies and procedures.

**ACKNOWLEDGEMENT FORM**

**U.S. Department of Education Mandated Compliance Training Required for All Faculty-Staff Study Abroad Program Leaders and Co---Leaders**

All Faculty/Staff Study Abroad Program Leaders and Co---Leaders are required to complete compliance training on **discrimination and harassment**, and **campus security and crime awareness**, as required by the U.S. Department Of Education. Following completion of the Campus SAVE Act and Title IX training, all participants must complete this Acknowledgement Form confirming that they have completed the required training. Please complete separate form for each program leader or co---leader.

By signing below I acknowledge that I have completed the U.S. Department of Education Mandated Compliance Training Required for all Faculty---Staff Study Abroad Program Leaders and Co---Leaders.

\_\_\_\_\_  
Name of Faculty Program Leader or Co-Leader

\_\_\_\_\_  
Signature of Faculty Program Leader or Co-Leader

\_\_\_\_\_  
Date

**U.S. Department of Education Mandated Compliance Training Required for All Faculty-Staff Study Abroad Program Leaders and Co-Leaders**

**Anti-Harassment and Non-Discrimination in accordance with Title IX:** Title IX of the education Amendments of 1972 is a federal civil rights law that prohibits discrimination on the basis of sex in any education program or activity that receives federal funding. Title IX is a powerful tool for students who want to combat sexual violence at school and on college campuses. Under Title IX, discrimination on the basis of sex can include sexual harassment, rape, and sexual assault. This section of the training program will discuss the employees obligation to report cases of sexual harassment, including sexual assaults, and the University's obligation to investigate. Anti-Harassment and Non-Discrimination in accordance with Title IX.

**Clery Act:** In 1990, Congress enacted the Crime Awareness and Campus Security Act (Title II of Public Law 101-542), which amended the Higher Education Act of 1965 (HEA). This act required all postsecondary institutions participating in Title IV student financial aid programs to disclose campus crime statistics and security information. The Clery Act also affects Study Abroad programming. The role of the Faculty or Staff Program Leader and Co-Leader is to record and report to the Department of Public Safety any incidents that occur during a study abroad program. Faculty or Staff Program Leaders and Co-Leaders have been defined or designated as a Campus Security Authority; this means that if you witness, learn of, or hear about a Clery Act crime, you must, as soon as possible, contact the Department of Public Safety and tell them what happened, when it happened, and where it happened; you may identify the victim or keep the victim's identity confidential.

In order to comply with all compliance requirements, all Faculty/Staff Study Abroad Program Leaders and Co-Leaders are required to complete mandatory Campus SAVE Act & Title IX Training in addition to Campus Security Authority Training prior to leading a Study Abroad Trip. Training compliance must be completed on an annual basis and is available as follows.

All University Study Abroad faculty or staff Program Leaders and Co-Leaders are required to complete Campus Security Authority Training. The training is available in an online format:

<http://view2.fdu.edu/dwnld/18969>

In person Campus SAVE Act and Title IX training is offered annually during the Spring Semester. The Human Resources Department communicates the dates and times to the University community. If the in-person training schedule does not allow for completion prior to a Program Leader's Study Abroad Trip, the Program Leader must review a Campus SAVE Act and Title IX PowerPoint presentation which can be accessed via the following link:

<http://view2.fdu.edu/legacy/hrtitleixtrainingapril2014revised24714.pdf>

**Additional information can be obtained by contacting University Risk Management at Ext. 7083 or via email at [lemaire@fdu.edu](mailto:lemaire@fdu.edu)**