

FAYETTEVILLE STATE UNIVERSITY

SUMMER SCHOOL ADMINISTRATIVE GUIDE

Updated May 15, 2020



Office for Adult Learners

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PREFACE

A report from the National Center for Educational Statistics (1999) found that students who attended one or more summer terms were 15% more likely to complete a four-year degree than students who did not. With increased attention to retention and graduation rates, Summer School at Fayetteville State University takes on a critically important roll.

Summer School welcomes continuing, transfer, and visiting undergraduate and graduate students. Courses are offered for students desiring to make progress toward fulfilling degree requirements, as remediation and as enrichment or exploration. All courses are equivalent to those offered during regular semesters and are presented according to policies and guidelines of Fayetteville State University and the University of North Carolina.

The overall operation of Summer School is administered by the Provost and Vice Chancellor for Academic Affairs with the Colleges and their respective schools and departments having principal responsibility for credit programs within their regular-year jurisdiction. The offices that provide faculty and student assistance during the regular year provide those same services during the summer.

The Administrative Guide is designed to delineate the procedures that faculty and staff use in the administration of their activities and programs. The information contained in this publication is intended to contribute to the effective operation of the Summer School program for the benefit of all enrolled students.

U.S. Department of Education, National Center for Education Statistics. (1999). *Credit production and progress toward the Bachelor's degree: An analysis of postsecondary transcripts for beginning students at 4-year institutions* (NCES 1999-057). Washington DC.

PHILOSOPHY

The Summer School program at Fayetteville State University is committed to supporting students' pursuit of academic success. With the efforts of all instructional units, Summer School students will attain excellence in scholarship, acquire skills in the various disciplines, develop student leadership, and contribute to the good of society.

The Office for Adult Learners at Fayetteville State University provides the leadership for effective operation of Summer School as a comprehensive academic program supporting the needs of:

Undergraduate and graduate students meeting degree requirements

Transfer students seeking to get a head start on their degree plans

Visiting undergraduate and graduate students taking courses to transfer to their home institutions

Accomplished rising high school students getting a jump start on college by taking courses that can be used for transfer credit

Administrators and teachers meeting state certification requirements

Other students desiring courses for personal development or special needs

Admitted FSU freshmen participating in the LEAP program

ADMINISTRATION

The Fayetteville State University Summer School Program is administered by Academic Affairs. The Director of the Office for Adult Learners administers the University's Summer School Program under the direction of the Provost and Vice Chancellor for Academic Affairs.

Administrative, academic support and instructional (academic) units make up the organization of Summer School. Each unit provides coordination, guidance, and support for the effective and smooth operation of the Summer School Program.

ORGANIZATION

The organization of Summer School is separated into three distinct units: administrative, instructional and academic support:

Administrative

Provost and Vice Chancellor for Academic Affairs
Director of the Office for Adult Learners

Instructional

Dean, College of Health, Science and Technology
Dean, College of Humanities and Social Sciences
Dean, College of Business and Economics
Dean, College of Education
Dean, University College
Department Chairs

Academic Support Units

Office of Admissions
Office of the Vice Chancellor for Business and Finance
Library Services
University Registrar
University College

The Deans of the College of Health, Science and Technology, the College of Humanities and Social Sciences, the College of Business and Economics and the College of Education have the responsibility for the administration of their respective academic departments. Each Dean is responsible for the implementation and evaluation of instruction, the instructional processes, the management of personnel and resources (to include supplies) for their respective academic units, and review of instructional programs.

The Department Chairs function as they do during the regular academic year. They have the responsibility for the administration and supervision of instructional activities at the major discipline levels. Directors of academic support units have the responsibility for planning, implementing, evaluating, managing, and supervising functions that are under their direction. These functions support the overall operation of the Summer School Program.

SUMMER SCHOOL RESPONSIBILITIES

The Office for Adult Learners has the responsibility for the overall administration of the University's Summer School. Functions that support the operation of Summer School are coordinated through the Director, who is responsible for the following activities:

1. Approve recommendations for summer employment with the Chairs and Deans.
2. Employ student and non-student personnel to assist in the success of Summer School operations as funds allow.
3. Prepare an Electronic Personnel Action Form (**ePAF**) for all teaching faculty.
4. Review the Summer School class schedule in coordination with the deans, chairs, and the University Registrar.
5. Advertise curricular offerings of Summer School.
6. Prepare and monitor the Summer School budget.
7. Purchase Summer School materials and supplies as funds allow.
8. Prepare reports related to the Summer School Program, in cooperation with the Deans, Chairs, Support Units and the Controller.
9. Notify the Registrar's office and Contract Administrator of all cancellations by the departments.

The Office for Adult Learners is located in the Broadwell College of Business and Economics (BCBE) - Suite 130. Office hours are Monday through Friday from 8:00 am – 5:00 pm.

Summer School 2020 Schedule

	Session I		Session II
	Summer I 4-week	Eight Weeks	Summer II 4-week
Registration begins	Nov 4	Nov 4	April 8
Registration ends	May 29	May 29	July 6
Classes begin	June 1	June 1	July 6
Late Registration (\$20.00 fee)	June 1-3	June 1-2	July 6-8
Holiday	N/A	June 29-July 3	N/A
Last Day to Withdraw from classes	June 12	July 10	July 17
Last Day to Withdraw from the University	June 12	July 10	July 17
Last Day of Class/Final Examinations	June 26	July 31	July 31
Deadline for submitting final grades	June 30	August 4	August 4

For purposes of financial aid:

Summer Session I (4-week and 8-week) is the final term of the previous academic year.

Summer Session II is the first term of the new academic year.

Online courses (sections D1, D2, etc.) are offered during the four or eight-week term. They have no assigned meeting dates or times in Banner.

Hybrid courses (sections HB1 – HB9) have no more than 49% of instruction delivered online and at least 51% face-to-face.

Target enrollment for all face to face classes is 25.

Target enrollment for online classes is 35.

In order to accommodate student demand, faculty will receive bonus compensation for every student enrolled over 25 in both face-to-face and online classes based on the following scale:

1 credit = \$33/student over 25

2 credit hours = \$66/student over 25

3 credit hours = \$100/student over 25

4 credit hours = \$133/student over 25

Classes may be split into two sections, if it will not create an overload for the instructor, when they reach double the target enrollment. To split a class, a new section should be created. The instructor needs to send an email to the last half of the enrollees directing them to drop the initial section CRN and add the new section. The registrar's office should not take the burden of manually dropping and adding the students.

The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) requires a minimum of 750 minutes per credit hour. Three-hour classes require a minimum of 2,250 minutes of instruction.

It is recommended that individual classes not exceed 4 hours in per class duration.

Example: Four-week classes meet for 20 days; 20 x 2 hours/day = 2,400 minutes

In order to minimize conflicts, 3-credit hour 4-week courses meeting MTWRF, should meet:

3 credit hour courses (MTWRF) minimum of 2250 minutes	4 credit hour courses (MTWRF) minimum of 3000 minutes	2 credit hour courses (MTWRF) minimum of 1500 minutes	2 credit hour courses three times a week (MWF)
0800 AM -1000 AM	0800 AM -1030 AM	0800 AM - 0915 AM	0800 AM - 1005 AM
1015 AM -1215 PM	1015 AM -1245 PM	1015 AM - 1130 AM	1015 AM - 1220 PM
1230 PM – 0230 PM	1230 PM – 0300 PM	1230 PM – 0145 PM	1230 PM – 0235 PM
0300 PM – 0500 PM	0300 PM – 0530 PM	0300 PM – 0415 PM	0300 PM – 0505PM
0530 PM – 0730 PM	0530 PM – 0800 PM	0530 PM – 0645 PM	0530 PM – 0735 PM
0530 PM – 0800 PM (if MTWR)	0530 PM – 0840 PM (if MTWR)	0530 PM – 0705PM (if MTWR)	

Low Enrollment/Course Cancellation

Summer School classes with fewer than five (5) students will be canceled by the university one week prior to the first day of class. Exceptions will be based on special circumstances. The decision to continue the course should be coordinated through the instructor, Department Chair, and the Director of Office for Adult Learners.

If the academic department or instructor decides to cancel the course, the official cancellation must be received by the Office for Adult Learners, no less than ten days prior to the beginning of the course. The Office for Adult Learners will contact the Registrar’s office. The Chair should contact registered students to notify them of the cancellation.

Printing Increase for Faculty

Additional printer allotments will be provided upon request. Individual faculty should submit a request to Dr. Jane Smith via email. Quota will be increased based on course enrollment.

ACADEMIC UNITS

Deans

Deans are accountable to the Provost and Vice Chancellor for Academic Affairs, and are responsible for the administrative, instructional, financial, and logistical functions of their academic units, as well as for the management of personnel and other resources.

The Deans are also responsible for:

1. Selecting and recommending University continuing faculty for Summer School employment.
2. Verifying faculty rank of University continuing faculty to be employed in Summer School.
3. Selecting and recommending new faculty and adjunct faculty to be employed in the Summer School Program.
4. Selecting and recommending student and non-student personnel for employment within their academic units if funds are available.
5. Coordinating academic advisement for students in their academic units.
6. Requesting administrative and instructional materials and supplies required through the Office for Adult Learners.

The planning, implementation, and evaluation of programs are conducted by the appropriate College. Graduate courses offered by the academic departments are administered by the Deans of the appropriate College as designated by the Provost.

Department Chairs

Adding Classes for Summer School

The Summer School schedule should be created during the fall semester to afford students and advisors the opportunity to make long range academic plans.

Schedules must be approved by the College Dean and the Director of Office for Adult Learners before the data is entered in Banner.

If a faculty member cannot perform instructional duties during Summer School, and a substitute or replacement instructor is needed, the name of the replacement faculty member must be forwarded in writing to the Office for Adult Learners immediately. The name of the substitute and dates of service must be provided to the Office for Adult Learners.

Under no circumstances should faculty be assigned to teach courses if they are not continuing faculty or approved adjunct faculty.

Course Monitoring

The Department Chairs must analyze course enrollments within their respective departments daily during registration to determine whether a course falls within the cancellation criteria established, or whether it should be continued based on special circumstances. *Timely notification must be provided to the respective Dean, the Director of Office for Adult Learners and students on the class roster if the course is to be officially cancelled.* See Low Enrollment/Course Cancellation (pg. 7).

The Department Chair is responsible for emailing enrolled students when courses have been cancelled. The cancellation notice will advise students that they may select another course.

*Classes with less than five (5) students will be cancelled a week before classes begin, thus allowing those students to register during the drop/add period.

* Online courses are strongly encouraged to accommodate students who work during the day or cannot commute to campus every day.

*Faculty must maintain office hours (2 hours/course/week) during the summer. Online courses may utilize virtual office hours.

*If the course is an approved independent study, the correct code is IN. See page 11 for independent study regulations.

*Notification of class cancellations must be sent to Mrs. Cheryl McGhee, who will forward to the Registrar.

Department Chairs and Assistant Chairs do not receive additional compensation for teaching Summer School during their term of administrative employment. Any instruction is done as service.

Faculty

Faculty Teaching Load

1. For faculty employed on a nine-month contract, without administrative responsibility, the maximum teaching load at any one time is 9 credit hours.
2. There are no teaching overloads approved for faculty during Summer Sessions.
3. Faculty working on extended contracts may teach during Summer School only with approval of their Dean.
4. Department Chairs and Assistant Chairs will not receive additional compensation for instruction during their month of summer administrative employment.

Teaching Responsibilities

Academic Advisement and Registration

Faculty teaching during the summer term(s) are expected to provide all student support provided during the regular academic terms.

Class Attendance

Faculty members are expected to meet their classes at the times and places designated in the schedule. Changes must be approved by the Department Chair and Dean. The Deans will notify the Office for Adult Learners, as well as the Registrar via email of any changes that need to be made for the official record. Other programs utilize the campus during the summer months. It is important that Astra correctly identify which classrooms are in use.

Student Records

Faculty must verify roster in Banner on the first day of class. Inform students who are not on the roster, so that they will register appropriately or stop attending class. Faculty should enlist the assistance of the Office for Adult Learners immediately when students are having difficulty registering. Students will not be re-enrolled or reinstated after the drop/add period ends. Faculty must enter No Show students by the date noted (below). Contracts will not be adjusted for students added after the Census date.

Please see the following table for important dates regarding bill clearance:

TERM	Summer Session I		Summer Session II
	SSI	Eight Weeks	SSII
FN grades	June 4	June 4	July 9
Students dropped for non-payment	June 4 at 5 PM	June 4 at 5 PM	July 9 at 5 PM
Census date	June 5	June 5	July 10

Office Hours

Each member of the faculty employed during Summer School is expected to be available to his or her students for consultation at least two hours per class per week. If a faculty member is teaching two courses, they should be available for four office hours per week. Faculty should also be available to meet with students at alternate times. Online course instructors may utilize *Virtual Office Hours* in lieu of face to face office hours.

Independent Study

Independent Study during Summer School is to be offered according to the conditions outlined on the Request for Independent Study form posted on the Registrar's web page.

Undergraduate

https://www.uncfsu.edu/assets/Documents/Office%20of%20the%20Registrar/Request_For_Independent_StudyNew_3.0.pdf

Graduate <https://www.uncfsu.edu/assets/Documents/Independent%20Study%20Request.pdf>

The department chair will ensure that the content and requirements of the class completed by independent study are equivalent to those in the class as regularly offered. A student may not complete a class by independent study in a semester when the class is being offered regularly. Based on approval by the Dean, the faculty member will be compensated for one student based on the payment schedule or provide the instruction to the student as service.

Faculty Compensation

Faculty appointed to teach during Summer School receive a salary based on the approved Fayetteville State University Salary Rate for Summer School Faculty. Contracts cannot be written until course enrollment is established on the census date for the term. Letters of Intent are generated prior to the beginning of the term outlining the conditions for employment. By accepting the terms, a binding agreement is established between faculty and university. An electronic Personnel Action Form (ePAF) will be submitted for review by the approvers on the census day for the term. **Faculty must review and accept contracts by email in order to receive compensation on the designated pay date.**

Salary will be based on the official course enrollment on the term census date and calculated according to the formula:

Faculty salary rank factor x credit hours of course x enrollment (with full salary achieved at 15 students)

Faculty Rank (<i>Permanent or Adjunct</i>)	Salary Factor	
	Undergraduate	Graduate
Lecturer	\$89	\$104
Assistant Professor	\$93	\$119
Associate Professor	\$97	\$129
Professor	\$101	\$139

The salary will not be adjusted for students who are added after the official *census* date. Classes with fewer than five students will be canceled.

In order to accommodate student demand, faculty will receive bonus compensation for every student enrolled over 25 in both face-to-face and online classes based on the following scale:

- 1 credit = \$33/student over 25
- 2 credit hours = \$66/student over 25
- 3 credit hours = \$100/student over 25
- 4 credit hours = \$133/student over 25

Classes with fewer than five (5) students will be canceled by the university a week before classes begin. The department chairs may request exceptions for classes of fewer than five when the course is necessary to accommodate students' summer graduation requirements.

The full course salary is achieved with an enrollment of fifteen (15) students. Individuals with terminal degrees, but not on regular faculty, will have the rank of Adjunct Assistant Professor. Retired faculty will be paid at the rank held upon retirement. The salary rates for Summer School employment may change based on the approval of the Chancellor. Each academic unit will be notified of any salary change.

Pay Dates

Summer I 4-week - one payment on July 31, 2020

Eight Week Session – one payment on July 31, 2020

Summer II 4-week – one payment on August 31, 2020

Faculty Absence

Summer School faculty are expected to attend class every day. Travel for conferences and workshops that will require absence from summer classes will not be approved. Where absences are unavoidable, substitutes will be identified at the departmental level. The Office for Adult Learners should be notified immediately by email of the absence and the absent faculty member's salary will be decreased accordingly.

Faculty Performing Other Duties

Faculty employed under the Summer School budget performing non-instructional duties must be approved by the Dean of their respective academic unit and the Provost and Vice Chancellor for Academic Affairs prior to the beginning of the period remuneration is expected.

The recommendation will follow the same procedure for classroom instruction; however, a narrative of work to be accomplished is required.

New Faculty

Recommendations for new faculty must begin within the respective Departments and be approved by the Dean. An application packet must be assembled and submitted to the Contract Administrator no later than March 15th for Summer Session I and April 15th for Summer Session II to allow the employment process to be completed, a Banner number assigned and instructor privileges in Canvas established.

THE CONTRACT WILL BE ISSUED ONCE ALL CREDENTIALS ARE SUBMITTED AND RECOMMENDATION AND BACKGROUND CHECKS ARE APPROVED.

Tonya D. Williams | [FSU](#) 1200 | Murchison Road, Fayetteville, NC 28301

Human Resources – EPA Contract Administrator | C. J. Barber Bldg. – Lower Level

o: 910 672 1835 | f: 910 672 2012 | e: tdwilliams@uncfsu.edu

The submitted recommendation must include approved rank, and course(s) to be taught. **Faculty will not be placed on payroll until all documents have been received by the**

Contract Administrator. Failure to adhere to set guidelines could jeopardize payment for services rendered.

Credentials needed for Hiring Proposal of
EHRA Faculty/Teaching Positions

Hiring Manager:

Items 1 - 7 should accompany the following bulleted items:

- ✓ ___ Position and Personnel Action Form ([Position and Personnel Action Form](#))
- ✓ ___ Hiring Proposal Summary and History (print and attach once hiring proposal is created in the PeopleAdmin Online Employment System---Remember to disposition all applicants) [FSU PeopleAdmin Hiring Manager Login](#)
- ✓ ___ Fixed term contract

- 1. ___ Candidate Selection Summary (completed by Hiring Manager at conclusion of interview process)
- 2. ___ Signed FSU Search Committee Confidentiality Statement and Code of Ethics Agreements
- 3. ___ Online employment system (PeopleAdmin) application with original signature [FSU PeopleAdmin Hiring Manager Login](#)
- 4. ___ Official transcripts from colleges/universities listed on application
- 5. ___ Credential Review Form [FSU Credential Review Form](#)
- 6. ___ Current vitae
- 7. ___ Three (3) telephone reference check forms, (only one is needed of supervisor if currently working with FSU)
Complete Attachment A of the [Employee Reference Check \(Attachment A\)](#).
*The inappropriate conduct statement must be asked of the **current/last supervisor** and response recorded within telephone reference check material.

- ✓ ___ Visa Approval (if applicable):
Contact Legal Affairs for Visa approval. Submit all documents pertaining to immigration status to Legal Affairs
- ✓ ___ Employment Background Check:
Submit the following information to Terrance Robinson, Paralegal, trobinson@uncfsu.edu
 - First and last name of Candidate
 - E-mail address of Candidate
 - Position Title

**Forward hiring packet materials along with this cover sheet to
Human Resources EHRA Contract Office as soon as a candidate selection is made**
**NOTE: PROCESSING OF NEW EMPLOYEE MAY BE DELAYED PENDING ITEMS NOT INCLUDED
IN HIRING PACKET MATERIALS**
****FOR NEW PERMANENT FACULTY, AN OFFER LETTER MAY BE ISSUED WITH PENDING
CREDENTIALS****
**THE CONTRACT WILL BE ISSUED ONCE ALL CREDENTIALS ARE SUBMITTED ALONG
WITH APPROVAL OF
HIRING PROPOSAL AND BACKGROUND CHECKS**

Candidate Name _____

Rank _____

Proposed Hire Date _____

Hiring Manager's Signature _____ Date _____

EMPLOYMENT OF NON-FACULTY

The employment of students may occur during each Summer Session, provided funds are available in the Summer School budget and upon the approval of the Provost.

Student and non-student Fixed-Term Employment Contracts are prepared based on the hourly rate of pay, the number of hours worked during the pay period, and the length of the pay period.

All contracts are forwarded to the Provost and Vice Chancellor for Academic Affairs and the Contract Administrator for review and approval.

CONTINUING FSU STUDENTS

Refer to the Summer School website for registration dates and drop/add/withdrawal dates from the University at <http://www.uncfSU.edu/summerschool>.

Check your schedule prior to the first day of class to ensure enrollment.

On the first day of class, check with your instructor to ensure that you are on the roster. If you are not on the roster, register before the end of late registration.

Students who are dropped for no-shows or non-payment will not be re-enrolled.

Students using financial aid must be enrolled in at least six (6) hours **during the term**. Consult with the Office of Financial Aid to determine if you have any remaining eligibility.

There are NO DEFERMENTS and NO PAYMENT PLANS during Summer School.

CHECK YOUR CAMPUS EMAIL REGULARLY!

The maximum course load for an undergraduate student is eight (8) hours in a single session though students with cumulative GPAs of 3.0 or higher are permitted to enroll in a maximum of ten (10) hours. The course overload form is located at <https://www.uncfSU.edu/faculty-and-staff/departments-and-offices/office-of-the-registrar/forms-documents-and-tutorials>. Students may exceed these course load limits only with written approval of the advisor, department chair, dean, and Provost and Vice Chancellor for Academic Affairs using the Course Overload Form. Such approvals will normally be given only in cases when the overload will enable the student to complete degree requirements in the semester/term for which the overload is requested.

The maximum course load for a graduate student is six (6) credit hours of work during a summer session, unless otherwise noted in an approved curriculum in the current catalog or unless approval is granted by all of the following: the student's advisor, the department chair, dean of the school or college.

Not attending class may cause students to lose their financial aid.

TERM	Summer Session I		Summer Session II
	SSI	Eight Weeks	SSII
FN grades	June 4	June 4	July 9
Students dropped for non-payment	June 4-5 PM	June 4-5 PM	July 9-5 PM

Completion of Degree during the Summer

Seniors who can complete degree requirements in summer I or summer II can apply online for Summer I or Summer II Graduation and may participate in the May Commencement if they are enrolled in all classes required to complete degree requirements in the respective summer.

Students and advisors should run CAPP (degree evaluation) to determine if the student can complete in a summer session. The online graduation application is open for spring, summer I, and summer II through April 30. Names of students who do not apply for graduation by March 30 may not be in the Commencement Program.

Student conferral dates for degree completion in any summer session will reflect the end of the respective session in which they complete degree requirements.

It is the student's responsibility to clear their bill with the Cashier's office. Bills can be paid online by credit card through Banner under the Student Account menu option.

ONLINE CLASSES

Students must officially register in Banner.

Online sections have a designation D#, no meeting dates or meeting times.

Online courses are offered via Canvas.

Students need a reliable computer and internet connection.

Students must access Canvas the first day of class by going to www.uncfsu.edu/current-students and selecting FSU Engage Portal for access to all student resources.

Additional support is listed under <http://www.uncfsu.edu/current-students>.

SPECIAL VISITING STUDENTS

Special Visiting students are defined as those undergraduate students who plan to take courses for reasons other than earning a degree. These applicants may create an application (through [CFNC](#) or the [QUICK APP](#) process), and pay the non-refundable \$50 application fee at the end of the application. If you graduated from a high school in North Carolina, you will also be able to use CFNC to submit your official high school transcript.

You will receive your Banner ID# from the Admissions Office. All Banner numbers begin with 830. It is wise to include your Banner number on all correspondence within the University.

Activate your Bronco email and check it regularly.

The Office for Adult Learners is your source for assistance with lifting prerequisite holds and general support.

The maximum course load in a single session (summer I or II) is eight (8) hours, though students with cumulative GPAs of 3.0 or higher are permitted to enroll in a maximum of ten (10) hours. The course overload form is located at <https://www.uncfsu.edu/faculty-and-staff/departments-and-offices/office-of-the-registrar/forms-documents-and-tutorials>. Students may exceed these course load limits only with written approval of the advisor, department chair, dean, and Provost and Vice Chancellor for Academic Affairs using the Course Overload Form.

Pre-requisite overrides will be entered manually by the Office for Adult Learners upon request of the special visiting student. It is the responsibility of the student to seek prior approval from their home institution to ensure that the correct course necessary to complete degree requirements will be taken.

Registration and drop-add/withdrawal dates from class and from the University can be found by viewing the academic calendar at <https://www.uncfsu.edu/faculty-and-staff/departments-and-offices/office-of-the-registrar/academic-calendars>

Answers to many campus policy and procedure questions may be found at <https://www.uncfsu.edu/faculty-and-staff/departments-and-offices/office-of-the-registrar>.

Special visiting students are not eligible for financial aid at FSU.

There are no payment plans or deferments during Summer School. All bills must be cleared by 10 a.m. on the third day of class or students will be dropped from the course.

Office for Adult Learners
Study Abroad (International) or Study Away (Domestic) Experience Planning Guide
Proposal packages for 2021 due May 15

PROPOSAL GUIDELINES

Cover Sheet with approval from Department Head and Dean

Executive Summary

Purpose

Rationale

Measurable Outcomes

Program Description including proposed travel timeframe

Eligibility Criteria (e.g. major(s), minimum credit hours completed). *FSU requires a minimum GPA of 2.5 and be in good academic standing.*

Learning Outcomes

Long-term impact

FSU course(s)* and correlation to study abroad/away experience

FSU Faculty – 2 required

Location information

Safety issues and risk management

Travel guide (vendor) or host institution support

Draft Itinerary including excursions

Transportation

Lodging, meal plan

Additional expenses students will incur

Budget: Student/Faculty - Per student cost not to exceed \$3600

Results of consideration by FSU Advisory Board announced by August 1.

Upon approval of Travel Proposal by FSU Advisory Board, the following additional documentation will be required for submission to Provost:

- FSU Legal Affairs Policy documents “TRAVEL INVOLVING STUDENTS”
 - Authorization for Student Travel - Attachment A
 - Organized/Sponsored Activity Information Form – Attachment B
- Faculty Leave Form

**The Study Abroad or Away can be part of*

- a) spring semester - travel coinciding with spring break or immediately following the semester exams*
- b) summer term - requires 6 credit hours of complementary coursework for financial aid purposes*
- c) fall semester - travel occurring immediately following exams*

Faculty leaders will conduct a 1-credit GLBL 300 course for 8 weeks in the semester prior to the study abroad/away to orient and prepare the group that will be traveling together.

Students will pay a **non-refundable** \$500 deposit that applies toward the cost of travel to the Office for Adult Learners upon the faculty leaders’ approval to participate. Each trip’s payment details will be detailed for participants in writing.

If you are preparing a proposal, announce your intention to students. Make flyers, conduct interest meetings and stir up enthusiasm. One hundred interested students might yield the 12 who will eventually decide to go. Students need to begin thinking about how they will save the money for their deposit and monthly payments and investigate financial aid options.

From the Registrar: How to Code Study Abroad Experience Courses on SSASECT

Add “- Study Abroad” or “Stdy Abrd” to the title of the course. If length exceeds 30 characters, must abbreviate the title in some manner that is understandable

(Ex. Health Services Research II – Study Abroad to Hlth Serv Res II–Study Abroad)

Add course on SSASECT using “SA” as the campus code.

“SA” represents Study Abroad. In this manner, the course can be charged as study abroad and not get confused with CE which indicates, for the most part, online courses.

Set Schedule Type as INT (Internship/Field Experience/Coop Educ)

Set Instructional Method as DL

Enter Session Code as “A” (Study Abroad)

Enter the building as FC – Foreign Country

See screenshots below on a completed Study Abroad course on SSASECT

The screenshot displays the Oracle Fusion Middleware Forms Services interface for a course section. The browser title is "Oracle Fusion Middleware Forms Services: Open > SSASECT". The page has a menu bar with "File", "Edit", "Options", "Block", "Item", "Record", "Query", "Tools", and "Help". Below the menu bar is a toolbar with various icons. The main content area shows the following details:

- Term: 201830
- CRN: 3102
- Create CRN: [icon]
- Copy CRN: [icon]
- Subject: SPAN
- Course: 350
- Title: Study Abroad Project

There are four tabs: "Course Section Information" (selected), "Section Enrollment Information", "Meeting Times and Instructor", and "Section Preferences". The "Course Section Information" tab contains the following fields:

- Subject: SPAN (dropdown) Spanish
- Course Number: 350 (dropdown) Title: Study Abroad Project
- Section: D1 (dropdown)
- Cross List: [dropdown]
- Campus: SA (dropdown) Study Abroad
- Status: A (dropdown) Active
- Schedule Type: INT (dropdown) Internship/Field Exp/Coop Educ
- Instructional Method: DL (dropdown) Distance Learning
- Integration Partner: [dropdown]
- Grade Mode: 0 (dropdown) Normal Grade
- Session: A (dropdown) Study Abroad
- Special Approval: IN (dropdown) Instructor

On the right side, there are several fields for hours and indicators:

- CEU Indicator:
- Credit Hours: 3.000 (radio buttons: None, To, Or)
- Billing Hours: 3.000 (radio buttons: None, To, Or)
- Contact Hours: 3.000 (radio buttons: None, To, Or)
- Lecture: 3.000 (radio buttons: None, To, Or)
- Lab: [input] (radio buttons: None, To, Or)
- Other: [input] (radio buttons: None, To, Or)

A red circle highlights the "Campus" dropdown menu, which is currently set to "SA".

Oracle Fusion Middleware Forms Services: Open > SSASECT

File Edit Options Block Item Record Query Tools Help

Schedule SSASECT 8.9.2 (FSUPROD)

Term: 201830 CRN: 3102 Create CRN: Copy CRN: Subject: SPAN Course: 350 Title: Study Abroad Project

Course Section Information Section Enrollment Information Meeting Times and Instructor Section Preferences

Times and Instructors Scheduler Preferences

Meeting Times

Meeting Dates Meeting Location and Credits

Meeting Time	Meeting Type	Start Date	End Date	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Start Time	End Time	Session Indicator
	CLAS	04-JUN-2018	29-JUN-2018	<input type="checkbox"/>			01						

Oracle Fusion Middleware Forms Services: Open > SSASECT

File Edit Options Block Item Record Query Tools Help

Schedule SSASECT 8.9.2 (FSUPROD)

Term: 201830 CRN: 3102 Create CRN: Copy CRN: Subject: SPAN Course: 350 Title: Study Abroad Project

Course Section Information Section Enrollment Information Meeting Times and Instructor Section Preferences

Times and Instructors Scheduler Preferences

Meeting Times

Meeting Dates Meeting Location and Credits

Automatic Scheduler	Building	Room	Schedule Type	Hours per Week	Override Indicator	Credit Hours	Parameter Details	Room Attribute Details
	FC		INT	3.00	<input type="checkbox"/>	3.000	<input type="checkbox"/>	<input type="checkbox"/>