

# Study Abroad / Away Faculty-Led Orientation

Office of Global Engagement

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What is Study Abroad / Away?

When do faculty / staff utilize  
OGE?

Planning a Study Abroad / Away Program requires faculty & staff to take on many roles...recruiter, coordinator, counselor, travel agent, crisis manager, etc.

## Faculty Responsibilities:

- Lead planning and recruiting efforts
- Organize information sessions and payment plans
- Knowledgeable with area of travel and travel warnings.
- Communicate with the Study Abroad Coordinator at the Office of Global Engagement:

1. Review FLSA Manual
2. Submit your [Proposal](#)

- Proposal Process:
  - Talk with the Study Abroad Coordinator
  - Program Proposal
- Program requirements:
  - Contracts, Agreements, etc.
  - Academic correlation & expectations
  - Finances and Budget
  - Debrief and Re-entry
- Keeping people informed:
  - Department Chair (*get approval/support*)
  - Registrar's Office & Financial Aid
  - Accounts Payable
  - Global Engagement
- Providers:
  - Safe Harbors (for flights)
  - CIEE, EF Tours, etc. (customizable trips)
- Risk Management
  - Safety & Health
  - Emergency Plans

- Financial Aid:

- Course Credit Eligibility ( Loans and Institutional Aid)

- In order to qualify for financial aid, students must be registered for a **minimum of 6 credit hours** (and receive grades of 'C' or higher).

*Did you know that the aid you take during the fall/spring can affect your summer aid eligibility?*

- If students are planning to study abroad during Maymester or the summer, speak to your Financial Aid Counselor, so you can plan your aid distribution accordingly.

- Scholarships:

- Scholarships are available for students. Speak to the Study Abroad Coordinator for more information.

**FLSA Proposal** due **9 months prior** to planned study abroad excursion. (*The finalized FLSA Plan is due later.*)

**I want to take students during...**

**Winter Break -**

**Spring Break -**

**May -**

**Summer -**

**FLSA Plan is due:**

**September 1**

**December 1**

**January 15**

**March 31**