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 document
• 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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