



WHITWORTH UNIVERSITY

Off-Campus Programs Policy Manual Office of International Education Whitworth University

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1. Purpose

This Off-Campus Programs Policy Manual (OCPM) provides information, policies, and guidelines for Whitworth University faculty-led off-campus study programs. The intended audience is the OCP staff and faculty program leaders. It may also be used as a reference for other offices such as Student Financial Services and the Office of the Registrar. This OCPM may also be used as guide for any Whitworth office that sponsors group travel.

2. Scope of Off-Campus Programs

The scope of purview for the Off-Campus Programs office traditionally includes any undergraduate credit-bearing off-campus course that includes a faculty leader and traditional travel components, such as airfare/car travel, housing, and onsite program expenses. Non-credit-bearing travel, such as conferences or music performances, do not operate through the OCP office. Continuing Studies and graduate-level credit-bearing travel may operate independently if the College/School has sufficient support infrastructure, or in direct collaboration with OCP.

3. Organization

Off-Campus Programs (OCP) is a division of the Office of International Education (OIE) and is under Academic Affairs.

4. Responsibilities of OCP Staff & Program Leaders

OCP and the program leaders have separate but complementary responsibilities. They work together as a team toward a common goal –a high quality educational experience for the students.

a. Program Leaders

(1) Before travel:

- (a) Outline the program
- (b) Develop the budget
- (c) Recruit and select students
- (d) Identify logistical requirements to OCP
- (e) Prepare students for travel

(2) During program operation:

- (a) Teach
- (b) Ensure student safety
- (c) Maintain financial accountability
- (d) Serve as the onsite single point of contact during emergency situations

(3) Post-program:

- (a) Submit expense sheet and financial records
- (b) Make notes of desired program changes

b. Off-Campus Programs Staff:

(1) Before travel:

- (a) Advise program leaders on policies and best practices
- (b) Collect budgets and program information sheets
- (c) Coordinate the Off-Campus Programs Fair
- (d) Administer the online application process
- (e) Track student payments
- (f) Make logistics arrangements and monitor program funds

(2) During program operation:

- (a) Assist program leaders with troubleshooting related to logistics, finances, and/or student incidents
- (b) Serve as single point of contact on campus during emergency situations

(3) Post-program:

- (a) Audit the program leaders' financial records
- (b) Close out program accounts and determine student refunds
- (c) Administer program evaluations

5. Proposal Process for Faculty-led Programs

- a. The Off-Campus Programs call for proposals takes place each year in late May (reminders will be sent throughout summer and early fall). This call for proposals is for programs slated to run the following academic year (subsequent fall semester, Jan Term, spring semester, summer term). In order to propose an off-campus faculty-led program, leaders must submit the following:
 - a. *OCP Proposal Form* (available on Pirate Port Forms & Resources)
 - b. *Faculty-led Program Budget Template* (available on Pirate Port Forms & Resources)
- b. Submission deadline: October 1st (submissions of incomplete proposal forms or missing a budget template will not be accepted and considered ineligible for approval). Completed proposal forms with all required signatures AND budget templates are to be submitted to Rebecca Gahl or emailed to ocp@whitworth.edu.
- c. OCP staff will review all completed proposal documents submitted by the October 1st deadline and submit copies to the relevant dean(s) for final review. Each dean will provide final approval, denial, or request for modification for each proposed program within their School/College by October 15th. OCP staff will communicate this decision to the faculty leaders.
- e. Faculty leaders proposing a new program (i.e., new course) should ensure they apply and adhere to all curriculum committee requirement and submission timelines. Contact the chairs of UECCo and GECCo for more information.

6. Minimum Student Enrollment for Faculty-led Programs

- a. **Programs with One Faculty Leader (*undergraduate only*)**
Per Academic Affairs policy enacted Fall 2025, the minimum number of students required for a short-term program with *one* faculty leader is 12 students.
Programs enrolling less than this minimum or which have a logistical reason why meeting this requirement is not feasible may apply for an exemption to the policy by writing to ocp@whitworth.edu. Review and final decision will be made by the respective dean and provost.
- b. **Programs with Two Faculty Leaders (*undergraduate only*)**
Per Academic Affairs policy enacted Fall 2025, the minimum number of students required for a program with *two* faculty leaders is 20 students.
Programs enrolling less than this minimum or which have a logistical reason why meeting this requirement is not feasible may apply for an exemption to the policy by writing to ocp@whitworth.edu. Review and final decision will be made by the respective dean and provost.
- c. **Guidelines for Additional Faculty Leader for the Purpose of Program Leadership Change or Training**
Academic Affairs and OCP understand the value in having an additional faculty member shadow a current faculty leader on a program in order to either assume leadership of that program if the current faculty leader is retiring from program leadership *or* for basic training purposes to lead a brand-new program as a first-time faculty leader.

To qualify for such a scenario, the following criteria must be met:

- *The novice faculty leader has never led a Whitworth off-campus program before*
- *The novice faculty leader has conferred with their department chair and is approved to either propose their own OCP during the next call for proposals period OR assume leadership of the existing OCP within their department*
- *Credit load for the novice faculty leader for the OCP course and any prep course offered will be determined by the relevant dean after consultation with the novice faculty leader and their department chair*
- *Allowed only once per faculty member AND once per program*

7. Policy on Summer Session Programs

a. General

Offering programs in Summer Session (typically Session A: mid-May to mid-June) is one option to allow expansion of short-term study abroad opportunities. There is not a limit on the number of allowable Summer Session programs. However, the months of May/June can be a better option for travel for some students (e.g. athletes) and for weather conditions compared to Jan Term.

b. Financial Policies for Summer Session Programs

- a. Whitworth permits students enrolled in an off-campus program in Summer Session to be charged only the current Jan Term fee under the following conditions:
 - i. *Students must be enrolled full-time in both fall and spring semesters prior to the Summer Session off-campus program.*
 - ii. *Students must not have any registration for the Jan Term prior to the Summer Session off-campus program.*
- b. Students who fail to comply with both of these conditions will be billed for the per-credit equivalent at the summer rate MD tuition for the off-campus program course, in addition to the program fee.
- c. Students must have a zero balance on their student account from the preceding fall/spring term.

8. Policy on Graduated Students Enrolled in Off-Campus Programs

For students who are graduating at the end of a fall/spring semester and enrolled in a respective Jan Term/Summer Session off-campus program, the following applies:

- a. If the student was enrolled in the fall/spring, the student will be charged the current Jan Term fee (\$325) for 1-5 credits. Students enrolled in a Summer Session off-campus program must not have enrolled in the preceding Jan Term in order to qualify for this fee rate. Otherwise, Summer Session program participants will be charged at a per-credit tuition rate.
- b. No financial aid, including OCP travel grants/scholarships, are eligible to students who graduated and are participating in a Jan Term/Summer Session off-campus program.
- c. For students who graduated in December/May but are participating in a respective Jan Term/Summer Session program, the Registrar will keep the students in the "MD" student type until the end of Jan Term/Summer Session. The student's degree may post prior to, and the student's program type will be changed to "non-matriculated."
- d. Students must have a zero balance on their student account from the preceding fall/spring term.

9. Policy on Program Leader Qualifications & Support Personnel

Whitworth University encourages all members of the faculty community to be involved in aspects of the institution's internationalization efforts. However, off-campus program leaders are to hold the status of *instructor*, *adjunct professor*, *assistant professor*, *associate professor*, or *professor*. Individuals with *lecturer* or *senior lecturer* status are not advised to initiate the development of an off-campus program without consultation and support of their dean.

Logistical constraints, student life concerns, or safety considerations may make it valuable to include additional individuals on a trip who can assist the program leader or care for student needs in the case of an emergency. Several options exist for the inclusion of extra participants on the course:

a. Program Leader Assistant (PLA)

A Program Leader Assistant is a student who has not taken the course before and thus will receive credit by enrolling in the off-campus program course. PLAs must complete all coursework, pre-assigned reading, and attend all lectures during the program. They will receive the same credit as other program participants. PLAs will be assigned specific duties by the program leaders. In exchange for the performance of these duties, PLAs may receive a reduction of the cost of their program, up to a maximum of \$500 to be paid out of the student fees for the program, and thus should be included in the program budget. PLAs are required to complete all paperwork for their program and make all payments on time.

b. Teaching Assistant (TA)

Program leaders may appoint one TA for an off-campus program. A Teaching Assistant is a student who has taken the class before and thus will receive Teaching Assistant credit for their work. TAs will be assigned specific duties by the program leaders. In exchange for the performance of these duties, TAs may receive a reduction of the cost of their program, up to a maximum of \$500 to be paid out of the student fees for the program, and thus should be included in the program budget. TAs are required to complete all paperwork for their program and make all payments on time. Their final payment will be reduced by the agreed amount.

Important: Faculty leaders must inform OCP of the name, ID#, and specific duties of the intended TA in order for OCP to include them on the program roster. This is required prior to the faculty leader submitting the online TA request form to the Registrar's Office.

c. Additional Faculty or Staff Leaders

- (1) A faculty member who is planning to assume leadership of an existing program in the future *or* who seeks to shadow a current program in order to prepare for leadership of their own program may contact the OCP office to discuss this interest and financial considerations. It is recommended that the faculty member have discussion with their department chair and dean prior to approaching OCP staff with this consideration.
- (3) Whitworth allows the participation of staff members as assistants to program leaders when their participation adds educational value to the program. As with supporting faculty, the details of staff member's participation should be discussed with the staff member's supervisor and are subject to approval by relevant area VPs.

d. Volunteers

In limited instances, an academic or professional not associated with Whitworth may be deemed a valuable resource and approved to accompany a program abroad. A request for approval must be submitted via email to the Off-Campus Programs Office. Such requests must include a rationale as to how the person is a valuable resource to advancing the academic or co-curricular learning of the program. The rationale will be reviewed by OCP staff, assistant provost, and HR.

The process of identifying volunteers deemed a valuable resource should occur during the program development process. Volunteers must pass a background check conducted by Human Resource Services before they can participate in a program. Volunteers do not receive pay for their services, however some program costs

may be covered for volunteers according to the services they provide, as negotiated as a part of their volunteer contract and built into the program budget.

10. Policy on Credit Load & Compensation for Program Leaders

a. Credit load for Program Leaders:

- 1) For programs that meet the student enrollment requirement to have a second faculty leader and choose to offer a prep course, both instructors of record receive 1.0 credit load for the prep course. See *Section 21* for more information on prep course requirements.
- 2) For semester-long programs, each instructor of record receives the normal full credit load for each class taught (normally 3.0 credits/course).
- 3) When faculty members co-lead a short-term program (Jan Term/Summer Session), the load of 3.0 credits will be granted to each faculty instructor. Reminder: Programs with two faculty leaders must have a minimum of 20 students enrolled.

b. Stipend Compensation for Program Leaders:

Stipend compensation for faculty will be based on the number of days the faculty member is away from campus and accompanying Whitworth students. This is calculated based on the dates of the faculty member's air ticket (departure and arrival dates to and from Spokane), and subject to the following conditions:

- 1) Eligible faculty are those who serve as the instructor of record for the course offered during the program and offer the course as part of the faculty member's normal teaching load.
- 2) If the faculty member is traveling on personal or other business during their program, the number of days will be calculated based upon when the faculty member ceases to be traveling or living with the student group.
- 3) If more than one faculty member is traveling with a group, stipend compensation will be granted to the instructors of record only. For Jan Term and Summer Session programs with 20 or more students, up to two faculty members may each receive the full stipend. For Jan Term and Summer Session programs with fewer than 20 students, only the instructor of record will receive the stipend unless an experienced program leader is mentoring another faculty member to be a future program leader. Permission for this arrangement must be granted by the relevant dean and provost.
- 4) For semester-long programs, if a faculty leader arrives to replace a faculty member already onsite, the faculty will be allowed to count no more than one day of overlap time per faculty member.

Total Days Accompanying Students	Stipend Amount
7 to 13	\$500
14 to 20	\$800
21 to 27	\$1,000
28-35	\$1,800
36-42	\$2,200
42+	\$2,800

11. Policy on Non-Student Participants

The following policy guidelines are relevant to including family members and other non-student participants on all or part of an off-campus program. Program leaders must complete and submit the [OCP Non-Participant Request Form](#) for consideration.

a. Family Members

Whitworth University recognizes the importance of the family and supports faculty members that wish to include their family as part of the study abroad/away experience. Such programs are, first and foremost, academic programs and, like their counterparts on campus, should never be designed to cater to the needs of ancillary individuals who are not part of the academic experience.

(1) Spouse

- (a) A spouse may accompany the faculty member for the duration of the program or a significant portion of the program as long as it does not interfere with the faculty member's duties to the program and students.
- (b) Spouses should understand that their primary role on the study abroad program is that of spouse and/or caretaker of any dependent children also accompanying the faculty member. For liability purposes, it is important that spouses do not have responsibilities related to the academic program (e.g. driving students, monitoring tests) unless they have entered into a volunteer contract for the program.

(2) Children

- (a) The faculty member's children or legal dependents under the age of 18 may accompany the faculty member for the duration of the program or for a significant portion of the program as long as it does not interfere with the faculty member's duties to the program and students.
- (b) If the child is under the age of thirteen, the faculty member must provide a caretaker. This caretaker must be eighteen years of age or older. A sibling under the age of eighteen may not act as the caretaker for his/her younger siblings.
- (c) It is strongly recommended that faculty members carefully consider the number of children being taken on off-campus programs. Logistically, the more children involved, the more difficult it becomes to make arrangements that will accommodate families, and the more difficult it is for the faculty leader to focus their full attention on the program.

(2) Financial Considerations

- (a) Two options are available for faculty to cover the financial costs of family member participation:
 - 1) Family members pay the program fee paid by all other participants minus those costs that pertain specifically to student participation, including the emergency fund contribution, program leader costs, and other fixed costs that will not increase as a result of adding an additional person. The program leader is responsible for paying the university for these program fees in a timely manner.
 - 2) Separate payments are made directly by the faculty member for family member expenses, such that no portion of the program fees offset costs incurred by the program as a function of their participation. Program funds are never to be used to cover faculty family member costs, temporarily or otherwise. Full and timely payment must be made to the program and transactions must be carefully documented.
- (b) In either case, the status of family expenses must be made transparent for all those involved in the program, so there is no misunderstanding that student program fees are in any way subsidizing non-student participants.
- (c) In cases where a faculty member requires a logistical arrangement for a dependent or spouse that costs more than the price that would have been paid without the dependent, the faculty member is responsible for the cost difference (e.g. if paying for a double room instead of a single room in a hotel).

(3) Logistical Arrangements

- (a) Program arrangements are not primarily made to accommodate the needs of spouses and children.
- (b) Faculty members are responsible for obtaining passports and visas for their family members.
- (c) Faculty members are responsible for obtaining health insurance and immunizations for their family members.
- (d) Faculty members must organize family members' travel arrangements whenever these arrangements deviate from those made for the planned program.
- (e) Family members are not permitted to share accommodations with students.
- (f) Family members should not compromise the planned academic program in any way, such as (but not limited to):
 - 1) Preventing the faculty member from attending or leading field trips or other academic components.
 - 2) Disrupting class or field trips.
 - 3) Preventing students or other faculty from engaging fully in the academic program.

b. **Non-participant Whitworth Faculty or Staff**

In some cases, it may be requested that a Whitworth faculty or staff member have the experience of joining a program without the expectation of formal duties. Such guests are welcomed on the program at the invitation of the program leader and with the approval of the OCP office and the guest employee's department chair or supervisor. Their presence on the trip must not interfere with the academic content of the course, nor add to the cost of the program for students.

12. **Standard Timeline for Faculty-Led Programs**

Date	Description
May 15 th	OCP Call for Proposals (posted on OCP website and emailed to chairs/directors/program assistants)
October 1 st	Deadline for OCP proposal form submission
Mid-October	OCP communicates approval to faculty leaders
Mid-October – December	OCP works with faculty leaders to refine budget & information sheets (due by end of December)
February	Faculty Leader training 1 OCP online application system opens OCP Fair (mid-late Feb.)
March – April	Faculty review applications & select students; students make deposits; OCP finalizes rosters
May – October	Students make monthly payments; OCP & leaders handle program arrangements/expenditures
January – May	Programs run

13. **The Off-Campus Programs Fair**

The Off-Campus Programs Fair is the primary in-person event for marketing faculty-led programs to students. The Fair will be held typically in late February to promote programs occurring the following academic year. Each program leader will be given table space (a “booth”) at the Fair to set up a display. It is most effective if the program leader staffs the booth, but alumni of the program can also be effective promoters. Program leaders must finalize a budget and a website information sheet with OCP before they can participate in the Fair. The deadline for submitting budgets

and web info sheets will be in December on a date set by OCP. The Fair will have information booths for all faculty-led programs, international exchange programs, affiliate partner programs, Financial Aid, and the Health Center.

14. OCP Application Portal

Whitworth utilizes the study abroad application system called **Via-TRM** (Traveler Resource Management). Via is a comprehensive study abroad system that includes an online portfolio of all Whitworth-sponsored study abroad/away programs. All Whitworth students seeking to study abroad/away must apply through Via. All program applications, required forms, fee/payment info, and other information are built into Via.

Students can access Via by going to <https://whitworth.via-trm.com>. Faculty who serve as program leaders will be given administrative-level access in order to view their program applicants and make admission decisions. Applications in Via for faculty-led programs will be set to “published” (i.e. open) prior to the OCP Fair. Each spring term, OCP staff will hold a training session for program leaders prior to the Fair and provide instructions on how to use the Via system. Programs that seek to utilize an independent application process and not go through Via must receive the approval of OCP staff.

15. Policy on Program Budget Accountability

- a. Program leaders are responsible for developing their program budgets and must use the Budget Template provided by OCP. The OCP office must review and deem the budget viable before the program leader can recruit students. Program leaders are responsible for maintaining an accurate budget and reasonable cost projections. Any program funds left over upon conclusion of the program are refunded equally to the students.
- b. OCP is accountable for program funds while the money is at Whitworth. Approximately 3 weeks before departure, OCP will transfer all remaining funds to the US Bank travel card assigned to each program leader. At that point, accountability of program funds transfers to the program leaders. Program leaders will be provided with an Excel Expense Journal to track their program budget usage. Once the program concludes, the program leaders turn in their US Bank travel cards to OCP, along with the completed Expense Journal and receipts. OCP assume accountability for all remaining program funds and their return to students.
- c. Leaders are recommended to monitor their US Bank account online to ensure alignment with their expense tracking. It is the responsibility of program leaders to provide OCP with an accurate Expense Journal and all receipts. OCP staff will oversee the financial closeout process. However, program leaders who fail to provide timely and accurate communication and documentation in support of this process risk the delay or revocation of their leader stipend.

16. OCP Emergency Account

Unforeseen circumstances beyond the program leader’s control, such as those due to extreme weather, civil strife, epidemic, or unexpected programmatic changes can lead to cost over-runs. The OCP emergency fund exists to address such emergencies. This fund is maintained through a mandatory \$50 per student contribution, which is built into the program budgets. The emergency fund is under the purview of OCP and the Business Office, and program leaders must make timely and appropriate requests to OCP for usage of funds from this account.

17. Fiscal Procedures

a. Payment plans:

OCP will develop the payment plan to be used by students. The payment plan will consist of a non-refundable deposit (\$300 or \$500 depending on program price) and 6 or 7 monthly payments. The payments are due on the 15th of the month. OCP will set the installment payment amounts to be the same each month. However, the final payment may be the same amount as the OCP Travel Grant available to students for that program (\$300 or \$500 depending on program price). For eligible students, all grants and scholarships will be applied to final payments only.

Students can view the payment plan on the program brochure online in Via, within the Via system where are forms are housed, and reminders for each payment will be sent by Via directly to student's email. It is the responsibility of the student to know the payment plan for their program.

b. Deposits:

Students will make a non-refundable deposit upon successful admission to a program. The deposit is normally due within two weeks of admission. Students are made aware of the deposit requirement on program brochures as well as multiple places in the online application system. If the deposit is not paid by the deadline, the student loses their spot and the program leader is free to select another student. Deposits are normally \$300 for a domestic program and \$500 for an international program.

If a student withdraws or is dropped from the program, he/she will forfeit the deposit and the deposit remains in the program fund. If a student becomes physically or mentally unqualified to participate in the program prior to any program funds being spent, the deposit will be refunded if the student provides a letter from a healthcare provider stating the student should not participate for health reasons.

c. Method of payment:

Deposits and payments for Whitworth off-campus programs may only be made by credit card or ACH through Whitworth's online payment system (TRANSACT). Students are no longer permitted to pay by check, cash, or debit card at the cashier's window.

d. Grants and Scholarships:

Each year, OCP offers Travel Grants to students with financial need in order to help defray the cost to the student and to allow more students to have an off-campus study experience. The OCP Travel Grant application is online through the study abroad portal. The Student Financial Services Office will prioritize the students by level of need. OCP and SFS will work together to award grant money to students until the funds are depleted.

e. Refunds:

If a student elects to drop from a program or is dropped from the program by the program leader, OCP will calculate the refund. The deposit is not refundable except as stated in paragraph 17.b. If airline tickets have been purchased, the student will likely be given a full airfare credit issued by the airline. Any additional refunds will be determined based on the goods and services purchased by that date and what can be refunded from the vendor. In most cases, it will not be possible to determine the final refund amount until the program concludes and fiscal closeout is complete.

18. Program Expenditures (Goods and Services)

- a. The program leader and OCP work as a team in requisitioning goods and services. It is important that the program leader communicates logistical requirements to OCP. By purchasing goods and services in advance, program leaders reduce uncertainty as well as the amount of cash they must manage during the program. OCP

recommends that major transportation (flights, most rail, and charter buses), lodging and entrance tickets to popular sites be pre-purchased.

- b. The program leader is in the best position to determine the lodging facilities that best support the educational objectives of the program, as well as the budget. Types of lodging often include homestays, college dormitories, hostels, and hotels. It is generally best if the program leader makes the initial contact and reservation and then forwards the invoice to OCP for payment. At frequently used hotels and hostels, OCP can often arrange the reservation and then payment.
- c. OCP uses a travel agency, World of Travel, for group flight bookings and support. About 8 or 9 months before travel, program leaders should discuss their transportation requirements with OCP. OCP will relay those to the travel agent who will provide 2 or 3 itinerary options. In most cases, OCP will arrange group bookings for flights. Group bookings are generally cheaper, and they make it easier to maintain group integrity if flights are cancelled or missed.

19. Policy on Group Airfare Travel

a. Group Airfare:

Airfare will be included in the program cost for most programs. Traveling as a group enhances security while contributing to a positive experience as they enter into the destination country. Additionally, most program leaders find that group travel has a positive effect on the group dynamic and enhances the educational experience. Independent travel is permitted for programs going to a single site within the United States. Programs going to multiple sites within the U.S. will use group transportation. All programs travelling internationally use group transportation unless otherwise discussed and approved at time of program proposal.

All programs must be accompanied by the program leader or another faculty/staff member for the full duration of the program (en-route to the destination, during the program, and return), unless otherwise arranged and approved. Escort responsibilities can be delegated to a TA for the return. The program leader(s) must ensure all students pass through the security checkpoint, board the flight, and notify OCP if any problems are encountered on either the outbound or return flight. Upon arrival, program leaders are encouraged to notify OCP by email of the group's safe arrival.

b. Routing:

The program cost will include cost of airfare from Spokane and all programs will originate in Spokane. This eliminates the risk and logistical burden of asking students from eastern Washington to cross a mountain pass in winter and arrange for lodging and parking in the Seattle area. However, if the flight itinerary is routed through Seattle, students not desiring to originate in Spokane will be permitted to join the group in Seattle if the airline's booking policies allow for this, and there is no additional cost to do so. This is beneficial to students from western Washington and those flying in from other parts of the country because it reduces cost and risk of getting to Spokane. There is not a discount for joining the group in Seattle and plans must be made far in advance for students wishing to do this.

c. Independent Airfare & Deviations:

In special circumstances, it makes sense for students to make their own transportation arrangements. This usually occurs when a student will participate in another Whitworth-sponsored program (e.g. ISEP) before or after the faculty-led program. Requests to arrange one's own transportation should be approved by the program leader and then forwarded to OCP. The student must be informed that Whitworth is not liable in any way for the student before link-up or after release at the designated places and times. Program leaders must screen these students to ensure they have the maturity to travel independently in the host country.

Most airlines will allow a very small number of the passengers on a group booking to deviate from the group itinerary. This is usually 10-20% of the passengers in the group, only allowed on the return trip within two weeks of the group's departure and typically involves additional cost. Program leaders may allow deviators within these restrictions. They will send the names of selected deviators to OCP. A deviation is considered personal travel not affiliated with Whitworth. OCP will put deviators in touch with our travel agent so they can make return flight arrangements. Deviators will pay additional fees directly to the travel agent. Whitworth is not liable for students once they are released from the program.

d. **Airfare Funding:**

OCP does not pay for the airfare of program leaders. Rather, the airfare cost of the program leader(s) is to be built into the budget. Program leaders are expected to have an economy class ticket, just as the students on the group reservation. Faculty desiring to have an upgraded seat assignment or booking class must personally pay for that upgrade.

20. **Program Leader Training**

OCP will provide two formal training sessions (held either in-person or synchronous virtual):

- 1.) Session I will prepare program leaders for program planning, logistics, and student recruitment/selection;
- 2.) Session II will prepare program leaders for health and safety matters, pre-departure and program execution.

In addition, all faculty leaders are required to meet one-on-one for a pre-departure briefing with OCP staff. OCP staff will endeavor to arrange other professional development training as resources become available.

In addition to these two OCP-led trainings, all program leaders are required to complete the [QPR Institute Gatekeeper Training](#) which focuses on suicide awareness and prevention. This training is online and may be completed at the faculty member's leisure, but prior to program departure. The cost of this training is built into the program budget and faculty will receive a code to access the online module. Program leaders may be required to complete this training every other year.

21. **Prep Courses & Program Meetings**

a. **Pre-departure Meetings:**

Program leaders are encouraged to communicate frequently and often with their students. Many students have very little travel experience. In addition to developing a good group dynamic, preparatory meetings give the program leader an opportunity to convey academic and behavioral expectations, discuss health and safety concerns, instill an understanding and appreciation of the culture to be visited, and to get to know the students. For programs that do not have a preparatory class, it is recommended that program leaders hold a minimum of 3 prep-meetings before departure.

b. **Prep Courses:**

There is no requirement for a program to have a prep course, but such courses may be an option for both short-term and semester-long programs. Prep courses are generally 1.0 credit and each student on the program roster must be enrolled in the prep course. If the prep course credit results in the student being in a registration overload (i.e. over 16.0 credits), the student is responsible for the resulting overload fee.

Prep Course Policies:

- a. There is no overload waiver for OCP prep courses.

- b. The program's faculty leader must complete the OCP Prep Course Application Form and submit it with required supporting documentation to OCP in order to be considered for prep course approval.
 - i. The purpose and value of the prep course must be substantiated within the form.
 - ii. Required supporting documentation: Syllabus of prep course and travel course
 - iii. Review and approval of the prep course is done by the relevant dean and provost.
 - iv. If the prep course credit cannot fit within the faculty member's regular teaching load, the cost of the overload will be included in the OCP program fee and billed evenly amongst all students.

22. Safety and Security

a. Policy on Department of State Travel Advisories:

The safety of our students, faculty, and staff is paramount. The U.S. Department of State (DoS) implements a travel advisory system that provides guidance on global travel safety. Each country is issued a travel advisory level, ranging from 1-4:

- a. *Level 1: Exercise Normal Precautions*
- b. *Level 2: Exercise Increased Caution*
- c. *Level 3: Reconsider Travel*
- d. *Level 4: Do Not Travel*

Whitworth will not permit an off-campus program to travel to or grant credit for study/internship in a country that is under a "Level 4" travel advisory. Programs seeking to travel to a "Level 3" advisory country are required to justify the rationale for such travel, outline a risk assessment plan, and receive approval by the Assistant Provost. Current travel warnings can be viewed at this site:

<https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html/>

b. Risk Assessment:

Program leaders should review their itinerary through the lens of a risk assessment to identify possible areas or activities of risk. If a point of risk is identified, the program leader and OCP will need to see what, if any, steps can be taken to reduce the risk to an acceptable level. Risks to be considered include but are not limited to: travel late at night via public bus/metro; theft; exposure to extreme elements/limited food and water; pests; drugs and alcohol; political instability; and terrorism.

c. Safety Resources:

Students and faculty are encouraged to enroll in the DOS Smart Traveler Enrollment Program (STEP) with the U.S. embassy located in the destination country. OCP can no longer enroll groups in this program as it is a fully individualized process now. Reminders to enroll in this program will be sent to faculty and students prior to departure.

Program leaders will implement a method of maintaining accountability of students' whereabouts. Students should have an opportunity to experience the culture of the place they are visiting, but it must be done in such a way as to reduce risk exposure. At a minimum, students should use the buddy system when they are on free-time and should let the program leader know of their intentions.

23. Student Health Readiness

- a. Faculty-led off-campus programs are physically and emotionally challenging. The degree of challenge can vary depending on geographic location, duration of the trip, degree of cultural immersion, language barriers, diet, and other factors. It is our goal to ensure that students are healthy enough to withstand the rigors of the program. Physical and mental health readiness is a collaborative effort between the student, the program leader, the Health Center, and OCP.

- b. The opportunity to participate in a faculty-led off-campus study program should be available to as many students as possible regardless of health limitations or disabilities. All students are encouraged to apply. When completing the application, students are required to acknowledge that these programs can be physically and emotionally challenging. However, in an attempt to avoid prejudice in the selection process, no health information is requested on the application. It is Whitworth's intent to make every effort to accommodate students with disabilities or health-related challenges.
- c. After students have been accepted into a program, they will be required to complete the Student Self-Assessment Health Form and bring it with them to the Travel Clinic for their program. This form provides a vehicle for, and encourages students to, self-disclose health concerns.
- d. The Health Center (HC), in collaboration with OCP and the program leaders, will conduct Travel Clinics for all student participants. A Nurse Practitioner at the HC will review the Student Self-Assessment Health Form with the student privately. The HC staff will also educate the students on healthy travel practices specific to their destination and on immunizations. For certain health conditions students may be required to consult with an outside health care provider and have that provider complete a "Medical Clearance for Student Travel – Outside Provider" form.
- e. Students participating in OCP will be asked to provide a "release of information" regarding physical health and mental health care concerns. This form is provided by the HC and will be completed during the travel clinic. The release of information will allow HC staff to provide recommendations to OCP staff and program leaders regarding any individual health concerns.
- f. Students are required to complete an Emergency Notification Form. This is separate from the Student Self-Assessment Health Form. The Emergency Notification Form is for the program leader's reference in the event of an emergency during the trip.

24. Health and Travel Insurance

- a. The University carries an international medical and accident insurance plan through AIG WorldRisk. This policy supports participants on Whitworth-sponsored international travel and credit-bearing programs. Program leaders and all student participants will receive the AIG insurance card prior to program departure. This insurance only applies to individuals traveling outside the United States and U.S. territories. Faculty and students traveling on domestic off-campus programs are expected to use their own private medical insurance.
- b. The AIG international medical insurance plan includes a \$500 deductible. Therefore, students and program leaders should be prepared to make upfront payment for injury and illness expenses until the required deductible is fulfilled.
- c. Whitworth does not provide travel insurance, including passport/lost baggage coverage, or trip interruption/travel cancellation coverage. If individuals desire these coverages, it is their responsibility to procure such coverage.

25. Student Behavior & Code of Conduct

- a. **General:** Behavioral expectations outlined in the Whitworth Student Handbook are relevant to off-campus study programs. All students will read and sign the "OCP Participation Agreement" prior to departure. Additionally, program leaders will consider the cultural norms of the destination and outline their personal expectations to the students.
- b. **Alcohol:** Rules regarding alcohol consumption may vary from program to program. For example, a visit to a pub would be culturally appropriate in Ireland, but alcohol consumption is prohibited in parts of the Middle East. The

program leader's policy concerning the use of alcohol on the trip must be clearly stated in the course syllabus and verbally described during an onsite orientation.

- c. **Housing Assignments:** In contrast to Whitworth on-campus housing regulations, housing/rooming assignments on off-campus study programs may allow for mixed gender rooms, with the consent of all parties. Additionally, students who are transgender or nonbinary and desire to room with other students of their gender identity may do so with the consent of all parties. Individuals who request a single room or are unable to receive the consent of all parties and are therefore required to have a single room do so at their own financial responsibility.
- d. **Student Termination:** Program leaders have the authority to immediately terminate a student's participation in their program for behavioral misconduct and return them to Whitworth at the student's expense. Upon return, students will be subject to standard Whitworth disciplinary proceedings. Students returned under these circumstances are not entitled to a refund.

26. Program Emergencies

- a. **General:** An emergency is any event that jeopardizes the health and/or safety of any participant in the program. Emergencies can take many forms: death or serious injury; victims of crime; civil unrest; natural disasters, terrorism.
- b. **Immediate actions:** Program leaders are "first responders" for any emergency situation that occurs during a trip. The first priority is the safety of the students. As soon as the situation has been stabilized, the program leader will contact OCP and provide an initial incident report. OCP recognizes that complete information may not be available at the initial report, but it is important that we become aware that an incident has occurred and that OCP and the program leader begin communication. Program leaders will continue to report as the situation develops and more information is available. However, program leaders must not let the requirement to report impede their efforts to handle the situation onsite. Program leaders will be provided with their students' Emergency Notification Forms in the event that such contact needs to be made.
- c. **Communication during emergency situations:** To streamline communications and reduce the risk of misinformation, OCP and the program leader will use the "single point of contact" method when communicating during an emergency. The program leader will only communicate with OCP staff. OCP staff will relay information and coordinate the efforts of the appropriate people on- and off-campus. Likewise, OCP staff will only communicate with the program leader in the host country. The program leader will communicate with host country police, hospitals, U.S. embassy, etc.
- d. **Payment of medical expenses:** Students are individually responsible for payment of all medications, medical supplies, vaccinations, and medical assistance received. **Only** if the student is incapacitated and unable to pay on site, the program leader may use their Whitworth purchasing card (*not* the program travel card) as a loan to the student in order to immediately deal with the situation. The student will repay the fund as soon as they are in a condition to do so or as soon as they return to the U.S. In the event the student is delinquent in repaying the program fund for medical care, OCP will provide documentation to Student Accounting Services, and they will put a charge on the student's account.
- e. **Program Leader Incapacitation:** Most of our faculty-led programs are led by just one faculty member. Should a program leader become incapacitated, OCP must be contacted immediately. This contact should be made as early as possible by the program leader if he or she is able. If not able, then the contact should be made by a student participant. OCP staff, or other university administrator will attempt to travel immediately to the

program site to assume control. Depending on the severity of the incident, the University's Crisis Management Team may be activated. At a minimum, the Risk Manager (Business Office) will be alerted and kept informed. Steps taken beyond this point will be dependent upon the situation. Ideally, the program can continue under the leadership of a replacement program leader with minimal disruption to the students.

27. Administrative Tools for Faculty-Led Programs

- a. **Program Information Sheet:** Historically used as a promotional item at the OCP Fair, this Info Sheet is now pared down and serves to populate the program's online Via brochure page with essential information, including: program title, course number, credits, course overview, basic timeline, inclusions, and program payment plan. The Program Information Sheet is provided to faculty leaders by OCP staff.
- b. **Budget Sheet Template:** This budget reflects detailed planning and is updated throughout the planning phase. Budget estimates are replaced with hard dollar figures as goods/services are purchased. The Budget Sheet template is available on Pirate Port *Forms & Resources List*.
- c. **Syllabus:** The course syllabus must be completed as required by Academic Affairs. Additionally, syllabi for all off-campus programs must include the program leader's policy on the use of alcohol during the trip and behavioral standards.
- d. **OCP Travel Grant Application:** This normally made available to students in mid-August with a due date in mid-September. Questions regarding OCP Travel Grant Application: contact Anna Nelson, Student Financial Services Office (anelson@whitworth.edu).
- e. **Payment & Expense Spreadsheet (P&E):** This is the spreadsheet used solely by OCP to track program payments and expenses. The first page documents student payments. The second page tracks expenses and financial adjustments. The P&E is reconciled against the General Ledger (GL) report maintained by the Business Office prior to program departure.
- f. **Expense Journal:** This is the official record of all program costs during the trip. As a minimum, program leaders will fill in the date, description of the expense, and the amount in local currency. Hand-written journals are perfectly acceptable. The entry number must be written on the corresponding receipt.
- g. **Affidavit of Lost/Missing Receipt:** Used to document expenditures when it is impractical or not possible to obtain a receipt.
- h. **Student Cash Receipt Form:** This serves as receipt when a program leader gives students cash. The students do not need to keep or turn-in receipts.
- i. **Health Readiness Forms:** Students are required to complete the Self-Assessment Form and bring it to the Travel Clinic. If needed, students may be required to be seen by an outside provider who will complete the Medical Clearance Form.
- j. **Emergency Notification Form:** Identifies who the student would like to have contacted in the case of an emergency and identifies allergies and medications taken. For confidentiality, these forms are in a sealed envelope carried with the program leader and only opened in case of an emergency.
- k. **Emergency Instruction Sheet:** This provides emergency instructions and contact numbers. It is taped to the outside of the envelope containing the Emergency Instruction Sheet.

- l. **Incident Reporting Form:** All incidents will be reported to OCP; faculty leaders may use this template form to document incidents.
- m. **Passport Info Sheet:** This is a consolidation of all critical passport information for each program. Its primary use is for ticketing international flights. A copy is provided to the program leader before departure. It can be provided to hotels that require passport info at check-in or as a reference in the event of a lost passport.
- n. **OCP Student Master Roster:** A Word document that summarizes all students in faculty-led programs. Provided as a reference to Student Accounts and Housing. OCP staff also uses this as a source for providing guest lists to hotels/hostels requesting them.

28. Contact Information

All questions concerning faculty-led programs should be directed to Rebecca Gähl, Assistant Director of Off-Campus Programs, 509-777-4499, rgahl-partridge@whitworth.edu -OR- ocp@whitworth.edu

29. Policy Manual Updates

All policies herein will be reviewed by OCP staff and Academic Affairs administration in accordance with established policy review procedures.

30. Resource Links

- [Off-Campus Program Proposal Form](#)
- [OCP Budget Template](#)
- [Required Syllabus Elements](#)
- [Via – Whitworth’s Online Study Abroad Portal](#)
- [Application for Off-Campus Programs Travel Grant](#)
- [AIG Insurance Information](#)