



DREXEL UNIVERSITY

Global Engagement

**Drexel University
Office of Global Engagement
Policy for Approving of Non-Credit Experiences Abroad**

Note: The approval form (see below) must be fully executed with all required signatures in order for any student travel to take place. There are no exceptions to this requirement.

A **Non-Credit Experience Abroad** that involves Drexel students traveling abroad on a program or project connected to the University may take many forms including, but not limited to, the following:

- 1) a research project abroad that includes undergraduate and/or graduate students;
- 2) an outreach project abroad that includes undergraduate and/or graduate students;
- 3) a project abroad that involves civic engagement;
- 4) a project abroad that involves professional enrichment;
- 5) a project abroad that involves cultural enrichment;
- 6) an international residency that involves undergraduate and/or graduate students

Introduction

Taking into consideration the time and expense involved in planning successful non-credit experiences abroad, and most importantly, the need to ensure the safety of the students and to maintain the highest level of academic quality, we have adopted specific requirements for the approval of Non-Credit Experiences Abroad. These requirements and related guidelines will assist Drexel faculty and students in planning and organizing effective international projects and will assist department heads, college deans, the Office of Global Engagement (OGE) and the Office of General Counsel in evaluating proposals. Faculty and students should consult available resources including the sample budgets, the Non-Credit Experience Abroad Approval Process, government resources such as the United States Department of State (travel.state.gov) and the Centers for Disease Control and Prevention (cdc.gov) and OGE staff in developing itineraries, budgets, and safety plans and ensuring due diligence in planning and implementing projects.

(<https://drexel.edu/global/faculty-development/creating-an-international-experience/>)

Project Proposal Guidelines

When a project proposal is in the exploration or formulation stage, the faculty member(s) and/or students should contact the Office of Global Engagement to discuss the program concept. Such discussions allow the OGE to determine required approval levels and to consider the various types of administrative arrangements that will be necessary to implement the program. The discussion may also reveal possibilities of working with other Drexel faculty as well as other appropriate partners. This project should have preliminary approval from the department chair and college/school dean. Subsequent steps in the development and review process involve travel planning, feasibility and logistics, as well as a general academic overview. It is essential to consider the project goals and objectives, academic expectations, predeparture requirements, housing and meals, transportation, tentative daily schedule, site demographics, safety measures, etc.

Approval Procedure

The following forms must be filled out by the Program/Project Director (PD) with the required approvals (see below) and supplemental information (included in the summary below):

<u>Form</u>	<u>Deadline</u>	<u>Addressee</u>
Non-Credit Experience Abroad Approval Form	3 months prior to the trip	OGE
Budget Projection	3 months prior to the trip	OGE
Liability Waiver	1 month prior to the trip	OGE
GRAND Faculty Travel Registration	1 month prior to the trip	OGE
Education Abroad Travel Registration (if applicable)	1 month prior to the trip	OGE

After the initial discussions and the subsequent development of necessary supporting data, a project proposal must be completed by the prospective PD. The academic program description and attached supplementary materials should include information regarding **itinerary and housing, health and visa requirements, and issues of safety and liability, including due diligence requirements for Risk Management and the General Counsel's office.** The Office of Global Engagement will assist with this process to assure that all required information is compiled in the proposal. (See summary of required information at the end of this section).

The PD is responsible for routing the project proposal in order to obtain all required signatures indicating that the program has the appropriate approval.

Summary of Required Information for Project Proposals

I. Program Information

- A. Title of the program/project/experience
- B. Sponsoring College/School and Department
- C. Location of program/project/experience
- D. Beginning and ending dates
- E. Goals and Objectives of the Project
 - 1. Discuss the purpose of the project, what you hope to achieve, what the students will do and how they will benefit from the program
 - 2. How does the project tie into the work of the department/college/school?
 - 3. Possible research outcomes
- F. Project Director(s) – Name and Title, Contact information
- G. Instructor of record (name, title, terminal degree) if different from Project Director

II. Credit Information

- A. Name(s) and Number(s) **if for credit** (attach syllabus for each course).
- B. Number of credits
- C. Prerequisite(s) if any (including language instruction)
- D. Credit bearing activities: Description/Requirements
 - 1. describe the objectives and activities for students, and
 - 2. describe how activities meet credit requirements
- E. Description of the project evaluation plan

III. Participants

- A. Number of project participants expected, minimum/maximum numbers
- B. Majors, level of education

IV. Logistics and Program Planning

- A. Country(ies) to be visited
- B. Tentative Schedule
 - 1. dates for the program
 - 2. itinerary (attach schedule)
- C. Ground transportation
- D. Housing arrangements (describe facility; provide address, contact person, phone, fax, etc.)
- E. In-Country Communications
- F. Nearest US Embassy and hospital
- G. Health Risks and Recommended Vaccinations
- H. Language considerations
- I. Qualifications of Drexel faculty on the project
- J. Other known risks in-country
- K. Shelter in Place location
- L. Orientation plans

- V. *Budget (attach budget worksheets)*
- VI. *Department and School Approval*

Required Approvals (see [Non-Credit Experience Abroad Approval Form](#) on the Office of Global Engagement website.)

The form entitled “Non-Credit Experience Abroad Approval Form” includes the following required recommendations and approval:

Recommendations: Director of International Health, Safety and Security
V.P. for Research (if appropriate)

Approval: Department Head
College/School Dean
VP for Global Engagement

Drexel University seeks to foster a safe and healthy environment based on trust and respect. The University is committed to providing an environment free from discrimination, including discrimination based on sex, and has a ***zero-tolerance policy*** concerning any and all forms of sexual harassment and misconduct. The University prohibits sexual and gender-based harassment and misconduct in any form, including, but not limited to, sexual assault, sexual violence, sexual abuse, stalking, intimate partner violence and any form of nonconsensual sexual conduct. For more information see the University [Sexual Harassment and Misconduct Conduct Policy](#).