



POLICY TITLE: Faculty-Led Study Abroad Policy

POLICY PURPOSE:

BACKGROUND:

APPLIES TO: This policy applies to all faculty leading students on a trip outside the U.S.

DEFINITIONS:

CONTENTS:

POLICY STATEMENT: Faculty participating in faculty-led study-abroad programs are required to submit a program proposal application on Tiger Travel through the FHSU Global Affairs/ Study Abroad Office. This program proposal application serves to collect detailed program and academic information and to secure necessary approvals. All program proposal applications must receive full approval from the provost before the program can be advertised to students.

Following program approval, faculty leaders are required to follow all policies and procedures related to international travel, predeparture/orientation, in-country activities, and program logistics.

Faculty leaders must use the Tiger Travel software platform to advertise their program in the program directory, process all student and non-student traveler applications, review and monitor predeparture forms, and provide travel logistics.

The program proposal application, Faculty Leader Handbook, policy and procedures can all be found on the Study Abroad website.
<https://www.fhsu.edu/studyabroad/faculty-advisors/>

EXCLUSIONS OR SPECIAL CIRCUMSTANCES:

RELATED DOCUMENTS:

Policies:

Forms:

Other:

KEYWORDS:

RESPONSIBLE OFFICE: Internationalization Student Services

RESPONSIBLE UNIVERSITY OFFICIAL: Assistant Provost for Internalization

ORIGINATION DATE: 05/04/2010

CHANGE HISTORY: Approved by President's Cabinet 10/06/2010
Approved by Provost Council 05/04/2010
Revisions Recommended for Approval by Cabinet 2/25/2026
Approved by President Mason 3/2/2026
