

# DU FACULTY INTERTERM HANDBOOK

*University Academic Programs*

*Updated 1/26*

Dear colleagues,

The University is proud of the intellectually rigorous curriculum we offer students across all terms, including Interterm. In addition to the smaller class sizes, students are attracted to the international and domestic travel course options offered during Interterm sessions. During Interterm, we encourage faculty to teach courses that are tailored to smaller class sizes, that include strong project-based work, active learning environments, experiential learning, and community engagement.

Instructors may offer on campus, online, or travel courses during Interterm. Elective courses and select required courses may be offered. Required courses may have stipulations and restrictions that elective courses do not. For example, Common Curriculum courses must meet for a minimum of forty hours over a period of three weeks or more. Any foreign language course or Writing course must meet for at least four weeks.

In this handbook, you'll find information and guidelines about critical components necessary to understanding the Interterm course proposal processes and policies.

Thank you for your interest in teaching an Interterm course. As always, please contact us with any questions at [UAP@du.edu](mailto:UAP@du.edu). We look forward to working with you.

Sincerely,

Jennifer Karas, Senior Vice Provost for Academic Affairs  
Grace Warner, Associate Director, University Academic Programs

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## Course Proposal Procedure

### Course approval

All appointed faculty members are invited to submit a course proposal using the Qualtrics Interterm Course Proposal Form on [our website under the Faculty Resources tab](#). University Academic Programs will track approvals from department chairs and deans. A version of the course proposal form can be found in [Appendix A](#) at the end of this document. A complete course proposal includes:

- All course information (course title and subject, meeting days and times, expected enrollment, etc.)
- Updated course syllabus, with course dates and course learning outcomes
- Please note: All 3000-level courses which have undergraduate and graduate designation will from now on be split into two courses: one 3000-level UG course and a 4000-level GR course to be offered together. There need to be two separate syllabi with distinct learning outcomes for the different levels and two separate course numbers.
- Send any formal contracts and their associated certificates of insurance (COIs) to me at [Grace.Warner@du.edu](mailto:Grace.Warner@du.edu). Vendors must also be registered through PaymentWorks if contracting is required. Hired transportation will always require a contract.
- **Travel courses ONLY**
  - Prior to course proposal submission, faculty proposing new travel courses are required to meet with UAP Associate Director
  - Proposed budget (use [template](#), listed under *Submit a Course Proposal* section)
    - Includes travel expenses, faculty salaries, expenses for travel and any pre-travel meetings.
  - Submit a "Travelogue" through International Health and Safety providing key information about each program you want to lead using this form: [Travelogue](#). From here, International Travel Health and Safety will review the Travelogue and send both Program Leaders a program-specific link to track progress through milestone tasks before departure.
  - Please review International Health and Safety's website for the most up-to-date information on traveling abroad and DU's requirements: <https://www.du.edu/international-travel/short-term-programs>.

### Submission timeline

Course proposals for on-campus and/or online courses should be submitted a minimum of 1 quarter prior to the Interterm session in which the course will be offered. The *ideal* planning time for a travel program is 12 months out from the term for which you are proposing. Travel course proposals, **at the very latest, must** be submitted a minimum of 2 quarters prior to the Interterm session (9 months for new classes & 6 months for repeat classes).

	<b>Summer Term 2026</b>	<b>Winter Interterm 2026</b>	<b>Spring Interterm 2027</b>
<b>International travel</b> course proposal and <a href="#">Travelogue</a> submission deadlines  (International Travel Health and Safety) *	The deadlines for our international programming follow the same deadlines as the Travelogue submissions set by International Travel Health and Safety. All are listed under "Travelogue Due Dates" on the International Travel Health and Safety <a href="#">website</a> .*		
Course proposal submission deadline for <b>domestic travel courses and online/on-campus</b> courses	Feb. 1, 2026	June 1, 2026	Dec. 1, 2026
Financial Aid application opens	April 2026 through <a href="#">Summer at DU</a>	Rolling basis ( <i>Upon course approval</i> )	Rolling basis ( <i>Upon course approval</i> )
Session Start Date	June 13, 2026	Nov. 29, 2026	March 20, 2027
<p><i>*International travel courses require additional review, which requires submission 9 or 6 months in advance. Dates are examples based off the academic calendar. Actual due dates will vary depending on program departure date.</i></p> <p><i>*Examples of substantial changes are new destination(s), added "risky/adventurous" activities, primary vendors etc.</i></p> <p><i>^Summer start dates may vary based on instructor preference.</i></p>			

## Travel Course Approval

### International travel approval

International travel courses must be approved by International Health and Safety and all program leaders must complete the [program leader preparation requirements](#) prior to final approval being given (approximately 1 month before departure). There are two instructional requirements that all Program Leaders must complete before taking a group of students abroad.

Proposals for travel courses must also include an itinerary and risk assessment submitted through [Travelogue](#). Please visit the International Health and Safety [Short Term Programs](#) page for valuable information.

As of Fall 2019, all international courses must travel with two program leaders per course. This can be arranged by having 2 faculty members or 1 faculty member/1 staff member (approval needed from UAP). If you cannot find a secondary program leader for your course, University Academic Programs can suggest options for your course. If the group includes more than 20 students, the program must maintain a 10:1 student to staff/faculty ratio.

Faculty and Staff must book their travel via Concur/Christopherson Business Travel (CBT)/Pioneer Travel and Expense. These are all the same booking engine. Any exception to this policy must be granted by University Financial Services and the Chancellor or Provost.

### International education support vendors

We strongly encourage faculty who would like to offer an international course to consider working with one of the following international education vendors/providers:

- [ISA](#)
- [CEA](#)
- [CIS](#)
- [SIT](#)
- [AIFS](#)
- [API](#)
- [CIEE](#)
- [IFSA](#)

These vendors provide several advantages:

- Support faculty member's course customization through the vendor's expertise within the region/country.
- Advise on organization and balancing academic rigor with cultural activities.
- Strong logistical support (non-academic support, on-site arrangements, etc.) before departure; most providers send on-site staff to give additional support during the program, allowing faculty to focus on the instructional aspect of the course.
- In the event of an emergency, providers have standard health, safety, and security practices that help ensure the well-being of participants and helps to protect sending institutions.
- Providers sometimes offer insurance, take on general liability, and have emergency response protocols in place.

### Travel course expenses

All faculty expenses are paid for by Undergraduate Academic Programs during travel courses. These expenses include: domestic and international airfare, lodging, transit, and meals. All faculty should obtain a purchasing card from Shared Services for these purposes and follow university policy, including what is outlined on the Chart of Allowable Travel and Entertainment Expenses for

purchasing requirements. Please reach out to University Financial Services at [ContactUFS@du.edu](mailto:ContactUFS@du.edu) for information on how to obtain a purchasing card and access the chart. Reconciliation of expenses happens through Concur. Faculty travel expenses must be included in the course proposal budget, which includes program fees.

### How to calculate expenses and program fees for a travel course

Travel courses include a program fee for students, which covers all aspects of travel such as accommodations, group meals, transportation, and in-country activities. Program fees apply to all travel courses and are to be applied to the student's bill. Program fees vary by course and are non-refundable regardless of whether a student drops the course. All student-related course expenses must be covered by program fees.

If you plan to use an external vendor (as referenced above), work with that vendor to determine the expected budget. If you are coordinating the logistics yourself, you may contact Christopherson Business Travel for help with airfare and lodging expenses. Submit the budget with your course proposal. The budget template is available on the Interterm website [here](#) (listed under *Submit a Course Proposal* section).

### Contracts and purchasing orders

Any purchase over \$5,000 will require a purchase order and may require a contract. Contracts may also be required by a vendor regardless of purchase total. **Contact Academic Programs at [UAP@du.edu](mailto:UAP@du.edu) for help with all contracts and purchase orders.** If you are using an educational vendor, i.e. CIEE, SIT, CEPA etc., you are required to submit a contract and COI provided by them. Once you receive those materials, the Associate Director will take over from there with processing.

University policy prohibits employees from signing any contracts or agreements on behalf of the University, regardless of the amount of money associated with the contract/agreement. UAP will help with starting the Contract Review Process to have the contract reviewed, approved, and signed. **Please send contracts to [Grace.Warner@du.edu](mailto:Grace.Warner@du.edu) as soon as possible. This process can take time to complete. Contracts take a minimum of 4 weeks to be processed and approved by Procurement.**

When a vendor accepts a Purchase Order, they are agreeing to applicable terms and Conditions for that sale. Those Terms and Conditions are a legally binding agreement which specifies payment terms and provides protections to the University should the vendor fail to complete a project or deliver good(s) in a satisfactory manner.

What we need from each vendor that requires a contract:

- A formal contract or Statement of Work, in some cases. DU has a general transportation contract that can be used if necessary. Please message [UAP@du.edu](mailto:UAP@du.edu) or the Associate Director for this general contract or you can access it on our website.
- A COI (Certificate of Insurance) that you include when you send the contract.
- The vendor has to register as a vendor – this is through an invite to PaymentWorks – which is a

verification system. We need the name and email address of the person who can fill out the company's banking and financial information, along with the company name.

### Transportation

All contracted transportation needs to go through a formal contract review process via Procurement. If you hire buses, vans, or private cars with drivers for any travel course, you are required to get a contract from the transportation vendor and a certificate of insurance (COI). Once you have both of these, please send them to the UAP Associate Director.

**Formal contract review does not include rental cars.** However, you must be cleared to drive by DU and understand the DU Driving Procedures. More information on these requirements can be found here: <https://www.du.edu/risk/driving-du>. You can check your DU Driving Clearance status if you plan to drive during a course by contacting [Therese.Mashak@du.edu](mailto:Therese.Mashak@du.edu). Please note that DU does not allow rentals of 15 pax vans. We can only use 10 or 12 passenger vans. Additional transportation policies can be found on the International Health and Safety page under [Transportation Policies](#).

### Christopherson Business Travel

The dedicated University Group Travel Team supports and negotiates group arrangements typically for 10 or more travelers using commercial group air, hotel room blocks, and motor coach charters.

- Phone: 800-285-3603
- Email: [Universitygroups@cbtravel.com](mailto:Universitygroups@cbtravel.com)
- Business Hours: 6:00AM – 7:00PM (MST)
- Minimum number of travelers per group reservation: 10+ or 6+ depending on airline

### Airfare

The program fee **does not cover airfare**. However, when preparing the student expenses section of the budget, please include an estimate of airfare so that we can inform students what their expected out-of-pocket costs will be. Airfare dates allowed are course travel dates plus two additional travel days- one on the front end of the class and one on the back end of the class. Personal or other DU-related work before or after course date will not be covered by Academic Programs. All DU business travel should be booked through the Travel tab in the Pioneer Travel & Expense system or by contacting a Christopherson Business Travel (CBT) agent directly. See here on how to use Concur to find airfare: <https://www.du.edu/university-financial-services/travel>.

## Lodging

While not required, we do encourage faculty to work with Christopherson Business Travel to determine hotel availability for a group, or use Concur travel services (<https://www.du.edu/university-financial-services/travel>). Provide name, address, and contact information for each hotel. Lodging should be booked as a group for the entire course with the exception that the instructor(s) has a private room. Program leaders and students are required to stay in the same accommodation for the duration of the trip (contact the Assistant Director for exceptions). Instructors should only consider accommodation with **flexible** cancellation policies (whenever possible) in the case that the course does not meet the enrollment minimum (8 students), and thus, does not run. Instructors should communicate full lodging information with students at the required pre-departure meeting prior to course travel (see page 11 for [pre-departure meeting](#) information).

### *Important Reminders:*

- Any student arriving early or staying late must pay for their own lodging.
- Pioneer Travel & Expense does not offer lodging per diems, so faculty members should book all arrangements together via a p-card.
- When making lodging reservations, instructors/coordinators should confirm with the hotel/hostel/etc. that each student will have their own, separate bed throughout the duration of the trip. We allow 2 students of the same gender to share a room.
- Academic Programs staff can offer additional support with booking lodging for courses if instructors/coordinators can provide all pertinent information to UAP staff (i.e. hotel name, number of rooms needed, number of nights, etc.).

## Meals and incidentals

For establishing an estimated budget, per diem rates are preferred for meals and incidental expenses. Domestic per diem rates are available on the GSA website [here](#). International per diem rates are available on the Department of State website [here](#). Please note that receipts aren't required for per diem, only for direct reimbursement.

For reconciliation of expenses, Concur will require itemized receipts for actual costs incurred. It is highly recommended that meals and incidentals be handled through a p-card. If done as a cash advance, faculty will have to reconcile large amounts of cash which is not advised.

## Guests

Faculty and/or program leaders who would like to invite guests and/or any non-student individuals to join their course must obtain approval from UAP staff (email the Associate Director of University Academic Programs). University Academic Programs follows the policies of DU Enterprise and Risk Management regarding travel with guests. You can access the current guidelines at <https://www.du.edu/international-travel/short-term-programs> under *Resources* at the bottom of the page.

## Expectations for Faculty and Staff Leading a Program

The University **discourages** faculty and staff who are leading an international program from traveling with family members or other guests. When acting as a Program Leader or support staff, one's primary responsibility is to the student participants. This responsibility often requires long hours, little free time, and working through unexpected challenges. For this reason, DU strongly discourages Program Leaders from bringing an accompanying family member.

It is recommended that Program Leaders carefully consider the effect additional travelers will have on the academic content (e.g., students unable to have open and uninterrupted discussions because of the presence of a minor) and logistical arrangements of the abroad experience (e.g., cost of a larger van for transportation) as well as issues related to liability and personal expenses (e.g., if a program is canceled or altered, it is the Program Leader's responsibility for attempting to recover funds spent on family member expenses).

- Transparency for the reason a family member is joining an experience abroad is integral, especially with the student participants, so there is no misunderstanding that student fees are subsidizing non-participants.
- Family members of Program Leaders may not:
  - be under the age of 18 unless there is another competent family member (non-Program Leader or support staff) traveling with the group at the Program Leader or family member's expense and approval for such is granted by International Health and Safety (Enterprise Risk Management, [risk@du.edu](mailto:risk@du.edu)).
  - have any responsibilities on behalf of DU.
  - impair the operation and administration of group activities or otherwise infringe on or take responsibility for student participants.
  - be utilized as a substitute for hiring an additional Program Leader.
  - share accommodations with student participants.
  - expect that a sponsoring unit will coordinate arrangements (e.g., transportation, accommodation) for family members.
  - be extended family (e.g., grandchildren, nephews, nieces).
  - have their expenses incorporated into the abroad experience budget.
  - be part of any reimbursement request or invoice submitted to the university.
- Family members of Program Leaders are required to:
  - complete the "Companion Travel Waiver" and receive approval for accompanying the DU travelers from both the head of the unit sponsoring the experience and Risk.

- pay for their own transportation, meals, and all other costs. When doing so is impossible, the Program Leader is singularly responsible for ensuring the university or any other parties involved are reimbursed.
- have all necessary vaccinations or immunizations, including those required by DU (e.g., COVID-19 vaccination and booster dose(s)).
- provide and pay for their own insurance needs and requirements when DU's international travel medical insurance does not suit or cover them.
- understand that their needs and care come secondary to the student participants and the mission of the experience which may mean unexpected out-of-pocket expenses to manage their own health, safety, and needs.

## **Course policies (A-Z)**

### **Alcohol**

The University's alcohol policies and procedures are designed to promote responsible decision-making and appropriate behavior regarding the use of alcohol. The University expects all community members to be respectful of the rights of others to facilitate a healthy and safe educational, professional, and residential community where alcohol does not interfere with individual performance, personal success, public safety, or the integrity of the learning environment.

Employees must not be under the influence of alcohol or have alcohol impair their ability to perform duties while at work or performing duties for the University. In addition, restrictions apply to the use of University funds to purchase alcohol (this included the program fee) and the hosting of University-sponsored events with alcohol.

The University complies with state and federal laws regarding the use, distribution, and consumption of alcohol, including the federal Drug-Free Schools and Communities Act and the Drug-Free Workplace Act.

Formal DU Policy Link: <https://www.du.edu/handbook/alcohol>

### **Attendance policy**

Interterm courses must adhere to the same high standards of development, content, and delivery as courses taught during the traditional term. Because Interterm is an intensive time frame, students are expected to attend courses in their entirety. If students miss one day of a five-day course, they have missed 20% of the course. Therefore, absences are unacceptable.

### **Book orders**

Instructors are responsible for ordering books for their interterm courses through the DU bookstore. The book orders should be submitted prior to registration. Students who are on book scholarship may have trouble getting appropriate materials if they are not available in the DU bookstore.

### **Canceling courses**

Any course may be canceled due to low enrollment (minimum of 8 students). Travel courses may be canceled if the location site is determined to be high risk or unsafe. Program fees will be refunded to students if the course is canceled.

### **Classroom reservations**

Instructors can make specific room requests in the course proposal form. Academic Programs will work with the Registrar to make classroom reservations for Interterm courses, but room location cannot be guaranteed.

### **Course start dates**

The course start date must be accurately reflected in the syllabus and in the course catalog. Online

courses should list the date the course is first available for access to students as the start date. Interterm drop deadlines are based on the first day the class opens. Due to the compressed nature of the interterm period, students must drop the course by 11:59pm on the first day of the course in order to receive a full tuition refund.

### Grading policy

After the last day of class instructors have 15 days to submit grades for interterm courses. It is critical that grades be reported for all registered students in a timely fashion. A grade must be entered for every student.

### Marketing

Academic Programs provides limited marketing services for Interterm courses. Promotional services provided include, but are not limited to, flyers, email messages, internet postings, and advertising at on-campus events. Ultimately, instructors are the most powerful marketing tool available. Students often choose Interterm courses based on the reputation of and/or their relationship with an instructor. Therefore, it is imperative that instructors are involved in the promotion of the course by distributing flyers to students in their classes or by making visits to other classrooms.

### Meeting minimum credit hour requirements

All Interterm courses must meet academic standards set by the University. According to DU policy, the unit of credit is the quarter hour. In general, each quarter hour of credit requires one class period of 50 minutes each week. During Interterm, class periods are scheduled for longer blocks of time in order to meet minimum credit hour requirements. In some classes, such as online courses, the quarter-hour credit may not equal the hours spent in class.

### Online course caps

Per Office of Teaching & Learning guidelines, online courses will be split into two sections if enrollment exceeds 20 students on the day before the course starts. In that case, the faculty member would then be taught for teaching two sections. Faculty interested in teaching an online course must complete OTL's [Teaching Online Short Course](#).

### Pre-travel meetings

Travel courses are required to have participants in international travel courses complete the online, student pre-departure course found here <https://www.du.edu/risk/pre-departure-orientations>. Students will receive an email indicating they have completed the course which must be collected by the Program Leaders to ensure compliance. Faculty must also have at least one pre-departure travel meeting and they should take place on the DU campus or via Zoom (they cannot be held in any private residence). The meeting schedule must be included in the original course budget in order to receive reimbursement for any related expense. Itemized receipts must be submitted through Concur.

### Post-travel student learning option

Students are encouraged to register for INTZ in the quarter following their faculty led trip experience. [INTZ 2503](#) allows students to earn credit connected to study abroad. This course focuses on life back from an experiential learning opportunity whether abroad or within the U.S. and seeks to generate understanding(s) about integration back into DU and various related cultural contexts. The aim of the course is to actively continue application and engagement beyond this formal course. With an intentional focus on reflection, students will be expected to read, write, reflect, and share their abroad experiences to help foster meaningful connections across their cultural learning experiences. A central activity will focus on analyzing and reflecting on an artifact students "collected" while abroad – a blog they created, a series of images they took, a video they made, etc. Students will be expected to read, write, reflect, and share their experiences abroad as a way to better understand who they currently are from having those experiences. This will be leveraged to connect their experiences with future goals or purposes around intercultural and global learning.

### Program and material fees

Some courses require material fees. Instructors are responsible for informing Academic Programs of fees to be collected from students at the time the course is proposed. See above for information on how to calculate a program fee for travel courses.

## Student Conduct

Setting expectations of conduct and discussing behavior both prior to departure, listing in your syllabus, and again on-site (with periodic reminders) is essential and proven to lead to a successful program. DU students, who participate in off-campus activities are subject to the requirements of the behavior expectations set by the Program, the DU Honor Code, University policies, and local, state, federal, and applicable host country laws, regulations, and/or ordinances.

## Gratuity/Tips Guidelines

The following would be reasonable and appropriate according to the University guidelines:

- Meals: up to 20% if not included in bill
- Car Service- If tip is not included in rate: 15-20% is appropriate
- Cash tips are allowed for up to \$5 per day, and are covered in per diem calculations for incidentals which include:
  - Skycap \$2/bag
  - Porters/bell person etc. \$2/bag upon check in and check out
  - Housekeeping Services: up to \$2 per day

## Interterm Salary

Interterm faculty salary is paid by Academic Programs, not individual departments. The salary thresholds below are based on enrollment on the cutoff date set by Academic Programs for a 4-credit class. If you are teaching a 2-credit, please divide in half. Please contact Academic Programs at [UAP@du.edu](mailto:UAP@du.edu) for more information.

<b>Travel Courses</b>		
<b><u>Domestic</u></b>	<b>8-15 students</b>	<b>16-24 students</b>
Individual instructors	\$ 5,160	\$5,660
Team taught	\$ 4,660	\$ 5,160
<b><u>International</u></b> <i>(two DU people required)</i>		
Individual instructors w/ staff member as the 2 <sup>nd</sup> program leader*	\$5,660	\$6,160
Team taught	\$5,160	\$5,660

*\*TAs and co-instructors are not available for courses with enrollment lower than 8 students.*

*\*Due to changes in federal law, we can no longer pay for TAs to accompany on any travel course. Exempt staff members are welcome as the 2nd Program Leader, but they will not receive a stipend, however, their expenses will be paid. Non-exempt staff members are not eligible for this position.*

<b>On-Campus Courses</b>				
	<b>5-7 students</b>	<b>8-15 students</b>	<b>16-24 students</b>	<b>25+ students</b>
Individual instructors	Pay amount dependent on student enrollment*	\$ 5,160	\$5,660 or new section	New section required
Team taught	-	\$ 4,660	\$5,160	-
Teaching assistants	-	\$900	\$1,200	-

<b>Online Courses</b>					
	<b>5-7 students</b>	<b>8-11 students</b>	<b>12- 15 students</b>	<b>16 students</b>	<b>17+ students</b>
Individual instructors	Pay amount dependent on student enrollment*	\$ 5,160	\$5,660	\$6,160 or new section	New section required
Team taught	-	\$2,580	\$ 4,660	\$5,160	-
Teaching assistants	-	\$900	\$1,200	\$1,200	-

\* \$5,160 if the course enrolls 8 students by date set by UAP  
 \$4,644 if the course enrolls 7 students by date set by UAP – 90%  
 \$4,128 if the course enrolls 6 students by date set by UAP – 80%  
 \$3,612 if the course enrolls 5 students by date set by UAP – 70%

## Travel Course Development

Limited funding may be available to instructors interested in developing new travel courses who need the funds to finalize plans and content. Funding will be permitted based on DU's Travel Expense Policies. Instructors may not submit a second request prior to the first course successfully enrolling students. Exceptions may be approved depending on funding.

Process for using course development funds

- 1) Submit a proposed syllabus and explanation of why course development travel is required to [uap@du.edu](mailto:uap@du.edu).
- 2) Submit itinerary and budget 60 days prior to departure for approval. The budget should be based on per diem rates for lodging, meals, and transportation. Airfare can be included separately.
  - a. Number of days onsite/in-country: 2-3 total.
  - b. Number of travel days: 2
- 3) Upon return, the instructor will submit an expense report through Concur.
- 4) Upon return, submit a final syllabus along with suggested program fee (see above How to calculate expenses and program fees for a travel course, p. 6).
- 5) Any expenses will require original, itemized receipts for reimbursement within 30 days of trip completion. Instructors will receive 50% of the reimbursement upon trip completion and the remaining 50% will be delivered after the course is completed with a minimum of 5 students.

## Important Student Information

### Enrollment eligibility

All current University of Denver students, faculty, and staff are welcome to enroll in Interterm courses. Students wishing to participate in travel courses must be in good academic standing and must have no student conduct issues. If their GPA is below 2.5, they must request special permission to enroll from Academic Programs and the course instructor.

Students currently enrolled in other colleges/universities may enroll in an Interterm course by obtaining "[Special Student Status](#)" from the Office of Admissions or the Office of Graduate Education.

### Admissions

Incoming students may not take Interterm courses as their first term of study at DU, except in special circumstances and must receive approval from Academic Programs and the course instructor. Students wishing to take more than one 4 credit Interterm course must meet with an advisor to get approval for the workload and then have the advisor send an email request to [uap@du.edu](mailto:uap@du.edu) for the second class to be added.

## Registration

Students must be cleared of all registration holds before registration can be completed. Please visit the Interterm [website](#) to view registration dates for on-campus courses. The myDU registration system is available for on-campus and online courses only. Registration for on-campus courses is accepted up to the first-class meeting, provided the class is not closed.

Registration for travel courses must be made through Academic Programs. Registration for travel courses will begin at the time the course is announced. Upon registration for travel courses, non-refundable program fees will be applied to the student account in order to reserve a seat in the class. Students are not permitted to attend Interterm classes without registration and tuition payment.

## Auditing privileges/courses for no credit

Interterm courses are not available for audit, and they cannot be taken for zero credit. Students are not permitted to attend Interterm classes without registration and tuition payment.

## Financial Aid and Scholarships

### Federal financial aid and private aid

Interterm is independent from the traditional academic year, but Federal financial aid may be applied to Interterm courses in the summer, depending on individual student circumstances. Students are responsible for determining how financial aid from private organization might be applied to Interterm courses. Private loans may be applied to Interterm courses, but they should contact the Office of Financial Aid for more information.

DU offers Summer Financial Aid to eligible students who complete the [Summer Aid Application](#). Aid amounts depend on remaining federal eligibility and possible DU Summer Grants, which vary based on enrollment hours. While summer aid won't fully cover tuition, enrolling in at least four units keeps you eligible. Please visit the [Summer at DU page](#) to apply for scholarships for the summer term or to get more information.

### Interterm scholarships

Interterm scholarships are provided to eligible students **in the Winter Interterm and Spring Interterm periods** (not summer) directly by University Academic Programs. Need-based and merit-based scholarships are granted on a first-come, first-served basis. If a student has no financial need, they may apply for a merit-based scholarship by completing the scholarship application, which can be found on the [Interterm website](#). All summer scholarships go through [Financial Aid](#).

### Scholarship eligibility

Financial aid is available to undergraduate and graduate students according to the stipulations below:

- Be a DU degree-seeking student
- Need-based aid: Have a FAFSA and CSS Profile on file and demonstrate need determined

- by the Financial Aid Office
- Merit-based aid: at least a 3.0 GPA.
- Must have no Student Conduct issues

## **Travel expense reconciliation**

As is the case with courses offered during regular academic terms, course-related expenses can be reconciled in a few ways: cash advance requests, using a purchasing card, or reimbursement. All of these processes now go through Concur. You can find guides on how to do these various things on the UFS website: <https://www.du.edu/university-financial-services/content/ufs-quicktip-travel-expense>.

To reduce the effort of scanning receipts, Shared Services recommends that instructors utilize the Concur Mobile app. The app allows you to take pictures of receipts in the moment, and the system will then read these receipts, load them into Pioneer Travel and Expense, and create expenses based on the information it reads from the receipt. This will alleviate an immense amount of scanning and organizing upon return from travel.

### **Cash advance/travel advance- not commonly used**

Shared Services prefers that all faculty on travel courses obtain a purchasing card. If traveling to a country that will not accept a purchasing card, a cash advance request is required to get cash prior to the course start date. Travel advance requests should be made through Concur and must be received 14 days before travel.

### **Cash advance reconciliation**

To reconcile cash advances, simply assign uploaded receipts to the cash advance you requested for your travel course. You can find specific instructions on the UFS website: <https://www.du.edu/university-financial-services/content/ufs-quicktip-travel-expense>.

### **Allocating Expenses to Academic Programs in Concur**

When you go into Concur to create expense reports for expenses you've made on your purchasing card, all items will default to using your home department's Fund/Org/Account. As such, you will need to allocate Interterm expenses to Academic Programs by following the steps below:

1. When you are creating a new expense report, you will see a section on the first page to enter the Division, Org/Department, Fund, Activity Code, and Location. These will default to your home department, so to allocate charges to Interterm, you will need to change the Division to 1253 and then select the Interterm Org that applies to your trip.
  - a. For anything related to student or faculty expenses, you will choose the appropriate Org/Department selection below, based on which term you're teaching:
    - i. 328413 Summer Travel Courses
    - ii. 328415 Interterm Winter
    - iii. 328416 Interterm Spring
2. If you are allocating charges from an international trip, you will also need to select a

LOCATION code that corresponds with the country/area you traveled to.

For more step-by-step assistance with this process, please look over the articles on the QuickTips site from UFS: <https://www.du.edu/university-financial-services/content/ufs-quicktip-travel-expense> or contact them directly at [ContactUFS@du.edu](mailto:ContactUFS@du.edu).

If you receive an error that you do not have access to allocate charges to Academic Programs, you can contact the UAP staff at [uap@du.edu](mailto:uap@du.edu).

The screenshot shows a web form titled "Create a New Expense Report" with a "Report Header" section. The form includes several fields and dropdown menus:

- Policy:** \*DU-Travel and Expense Policy (dropdown)
- Professional Name:** O'Grady Leah (text)
- Expense Report/Trip Name:** (text)
- Expense Report/Trip Start Date:** (calendar)
- Expense Report/Trip End Date:** (calendar)
- Expense Report/Trip Purpose:** (dropdown)
- User Type:** Staff (dropdown)
- Expense Report Type:** (dropdown)
- Approval Options:** Budget Approval (dropdown)
- If travel related, does it include personal travel?:** No (dropdown)
- Personal Travel Dates:** (text)
- Comments/Notes for Approver:** (text)
- Division:** (1253) University Academic F (dropdown, highlighted with a yellow arrow)
- Org/Department:** (328212) UAP Operations (dropdown)
- Fund:** (10000) Current Operating Ft (dropdown)
- Activity Code:** (text)
- Location:** (dropdown)
- Report Key:** (text)

## Appendix A: Course Proposal Form

Instructors should use this form to submit their course proposals for Interterm sessions. Please direct questions to Grace Warner ([Grace.Warner@du.edu](mailto:Grace.Warner@du.edu)).

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### Faculty Program Leader Information

Effective Term (format: Winter 2025, Spring 2026)

- Spring Interterm 2026
- Summer Term 2026
- Winter Interterm 2025
- Winter Interterm 2026

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Instructor ID

---

---

First Name

---

---

Last Name

---

---

Email Address

---

---

Department

---

Is this the first time you will be teaching this course?

- No, I have taught this approved course before.
- Yes, but this is an existing course that has been taught before.
- Yes, this is a new course proposal.

---

Do you plan on using the Kennedy Mountain Campus for any section of this course?

***\*Please note that if you answer yes or maybe your proposal will be sent to KMC staff first for approval and you will be expected to meet with them to discuss details and scheduling for the course. This will lengthen the approval process.***

- Yes
- No
- Maybe

---

Course Schedule Type

- On Campus
- Travel
- Online/Distance
- Mixed/Hybrid

---

*Display This Question:*

*If Course Schedule Type = Mixed/Hybrid*

Does your course involve a travel component outside of Denver?

- Yes
- No

---

*Display This Question:*

*If Course Schedule Type = Travel*

*Or Does your course involve a travel component outside of Denver? = Yes*

What type of travel course is this?

- Domestic
- International

---

*Display This Question:*

*If Course Schedule Type = Travel*

*Or Does your course involve a travel component outside of Denver? = Yes*

Proposed program location(s):

---

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---

---

*Display This Question:*

*If What type of travel course is this? = Domestic*

Will you be leading this course with another instructor or program leader?

- Yes
- No

---

*Display This Question:*

*If Will you be leading this course with another instructor or program leader? = Yes*

In what capacity will your co-leader be assisting you with this course?

- Co-instructor (teaching capacity)
  - Program Leader (non-teaching capacity)
-

*Display This Question:*

*If Will you be leading this course with another instructor or program leader? = Yes*

*Or What type of travel course is this? = International*

*Or What type of travel course is this? = Domestic*

Co-Instructor/Program Leader DU ID #

---

*Display This Question:*

*If Will you be leading this course with another instructor or program leader? = Yes*

*Or What type of travel course is this? = International*

*Or What type of travel course is this? = Domestic*

Co-Instructor/Program Leader Email Address

---

*Display This Question:*

*If Will you be leading this course with another instructor or program leader? = Yes*

*Or What type of travel course is this? = International*

*Or What type of travel course is this? = Domestic*

Co-Instructor/Program Leader Department

---

## **Course Information**

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Subject Code (e.g., PLSC, ASEM)

---

Course Number (e.g. 2511, 4301)

---

---

Should this course be cross-listed with another department?

No

Yes \_\_\_\_\_

---

Credit Hours

▼ 1 ... 10

---

Course Title

\_\_\_\_\_



Course Description (700 characters max.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

---

*Display This Question:*

*If Course Schedule Type = On Campus*

*Or Course Schedule Type = Online/Distance*

*Or Course Schedule Type = Mixed/Hybrid*



Course Start Date (mm/dd/yyyy)

**Note:** all courses must adhere to the listed course start date for financial aid and registration

purposes. This includes online courses.

---

*Display This Question:*

*If Course Schedule Type = On Campus  
Or Course Schedule Type = Online/Distance  
Or Course Schedule Type = Mixed/Hybrid*



Course End Date (mm/dd/yyyy)

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*Display This Question:*

*If Course Schedule Type = Travel*



Course Start Date (day students are schedule to arrive - mm/dd/yyyy):

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*Display This Question:*

*If Course Schedule Type = Travel*



Course End Date (day students are schedule to depart - mm/dd/yyyy):

---

*Display This Question:*

*If Course Schedule Type = On Campus  
Or Course Schedule Type = Mixed/Hybrid*

Course Days (check all that apply)

- Sunday
- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday

---

*Display This Question:*

*If Course Schedule Type = On Campus*

*Or Course Schedule Type = Mixed/Hybrid*

Course Meeting Times (if applicable)

- Start time (i.e. 9:00 am) \_\_\_\_\_
- End time (i.e. 4:30 pm) \_\_\_\_\_

---

Maximum Enrollment (**note:** a minimum of 8 students is required to run a course)

\_\_\_\_\_

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*Display This Question:*

*If Course Schedule Type = Mixed/Hybrid*

*Or Course Schedule Type = On Campus*

*Or Course Schedule Type = Travel*

If you require a classroom reservation at DU, please provide your preferred room details.

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Is this course being taught as part of the Common Curriculum?

- Yes
- No

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*Display This Question:*

*If Is this course being taught as part of the Common Curriculum? = Yes*

If this is being taught as part of the Common Curriculum, will the course meet for a minimum of three weeks?

- Yes
- No

---

*Display This Question:*

*If Is this course being taught as part of the Common Curriculum? = Yes*

Which part of the Common Curriculum will this course count toward?

▼ AI: Natural ... Writing

---

Restrictions (e.g., class level)

- Students may register with instructor approval (all travel courses)
  - Undergraduate only
  - Both undergraduate and graduate
  - Graduate Only
  - Other \_\_\_\_\_
- 

Upload the following in a single Word or PDF document:

**2) UPDATED syllabus, reading list, assignments, and travel schedule (if applicable):** Providing a syllabus gives the committee an idea of how the class proceeds week-by-week and what students will be doing in class. Please make sure Course Objectives are listed.

Display This Question:

If Course Schedule Type = Travel

## Travel Program Information

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Display This Question:

If Course Schedule Type = Travel

Do you have a DU purchasing card?

**Note:** All faculty leading travel courses are strongly encouraged to have a DU purchasing card. You can request one by following [these instructions](#).

- Yes, I already have one
  - Yes, but the location I'm traveling to may not accept credit cards
  - No, but I will request one
- 

Display This Question:

If Course Schedule Type = Travel

Will you be working with any type of program coordinator who will require payment?

- Yes
- Maybe
- No

---

*Display This Question:*

*If Course Schedule Type = Travel*

*Or Course Schedule Type = Mixed/Hybrid*

What are your plans to arrange for lodging and transportation?

- I will be working with the following education vendor to handle travel details:  
\_\_\_\_\_
- I will be working with Christopherson Business Travel (via Concur)
- I will be arranging these travel components on my own
- Other \_\_\_\_\_

---

*Display This Question:*

*If Course Schedule Type = Travel*

*Or Course Schedule Type = Mixed/Hybrid*

Please list any pre or post-departure meeting dates.

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*Display This Question:*

*If Course Schedule Type = Travel*

*Or Course Schedule Type = Mixed/Hybrid*

Please upload your budget using this [course budget template](#).

**Note:** courses are **required** to use the most recently updated course budget template each time a course proposal is submitted. Previous versions of the course budget template will not be accepted.

---

*Display This Question:*

*If Course Schedule Type = Travel*

Based on your proposed budget, please list your proposed student program fee.

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### **Promotion and Recruitment**

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**Recruitment by the faculty leader is critical to the success of the program** – especially classroom visits to talk about the program. Recruitment will begin as soon as your program is approved and will continue until the enrollment deadline.

**Please write a paragraph addressing the following:** Describe your outreach and promotion plan for your faculty-led program, including the type and number of class visits that you would be able to do, people you would contact, other activities you would organize, etc. Describe any other support you would receive from departments on campus in publicizing the faculty-led program to targeted majors or student groups.

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List the majors you believe would be best suited to recruit for your course.

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UAP will utilize a template flyer to publicize your course. Please select and attach three images that represent the course (we will choose three images for you if this is left blank).

**Tips:** Photos should: Be interesting to prospective students Be high quality Be relevant to your course Showcase intriguing course attributes (i.e. destination photographs, experiential photographs, etc.)

**Photo #1:**



UAP will utilize a template flyer to publicize your course. Please select and attach three images that represent the course (we will choose three images for you if this is left blank).

**Tips:** Photos should: Be interesting to prospective students Be high quality Be relevant to your course Showcase intriguing course attributes (i.e. destination photographs, experiential photographs, etc.)

**Photo #2:**



UAP will utilize a template flyer to publicize your course. Please select and attach three images that represent the course (we will choose three images for you if this is left blank).

**Tips:** Photos should: Be interesting to prospective students Be high quality Be relevant to your course Showcase intriguing course attributes (i.e. destination photographs, experiential photographs, etc.)

**Photo #3:**

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Department chair's email address

\_\_\_\_\_

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Associate dean/dean's email address

\_\_\_\_\_

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Questions/comments

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

End of Block: Default Question Block