

**Austin Peay State
University**

Development and Operation of Study Abroad Programs

POLICIES

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Responsible Official: Provost and Vice President for Academic Affairs

Responsible Office: Office of Study Abroad and International Exchange

Policy Statement

The policy of Austin Peay State University is to establish provisions for off-campus international education programs as detailed in the procedures section below. Study Abroad is an important part of the broad liberal arts curriculum offered by APSU. The following standards relate to course proposals where any portion of the educational experiences will occur off campus and outside of the United States.

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Definitions

Glossary of Terms

Source: <https://forumea.org/resources/glossary/>

International Program 1) Any university/college activity, credit-bearing or non-credit-bearing, with an international dimension (for example, non-credit-bearing study tour, alumni tour, community tour, or credit-bearing study abroad program). 2) An education abroad program.

Student Exchange A reciprocal agreement whose participants are students. Subtypes are **Bilateral Exchanges** and **Multilateral Exchanges**. Exchanges often involve some system of “banking” tuition (and sometimes other fees) collected from outgoing students for use by incoming students.

Site Visit and Review A site visit is a trip by U.S.-based study abroad professionals or home campus faculty to an overseas program where one has a relationship or might have a relationship in the future to assess site safety and credentialing of overseas faculty. Goals that drive site visits include meeting with colleagues and/or gathering information for program development, to evaluate the program, to learn more about the program, or for other needs. A site review serves to perform an evaluation of an overseas program that is at least partially conducted on site. Site reviews may be comprehensive or may focus on one or several specific issues, including participants’ safety and welfare. They may be conducted by the program sponsor; by an outside individual, group, or organization; or by an affiliate or potential affiliate.

Study Abroad A subtype of Education Abroad that results in progress toward an academic degree at a student’s home institution. Education Abroad is education that occurs outside the participant’s home country.

Procedures

Best Practices APSU is committed to good practices which can assist us in enhancing and improving our activities and processes for international education, in keeping with the Standards of Good Practice for Education Abroad established by the Forum on Education Abroad.

A. Types of Programs & Program Documentation

- a. Courses for academic credit, hosted abroad, should provide academic learning opportunities appropriate to the mission of the program and that align to courses in a student’s area of study or which meet general education requirements.

- b. Institutions may opt to have their students engage in any of the following types of education abroad Institutionally-led programs led by faculty including course-embedded study abroad (for example, a spring break program as part of a broader course), service-learning, internships, or student research opportunities.

Service-learning abroad or community-engaged learning combines structured participation in a community-based project to achieve specified learning outcomes as part of the Study Abroad program. Faculty leading service-learning courses must apply for and receive service learning (SL) designation from the service-learning advisory board for the course to be officially labeled as Service-Learning. Faculty leading service-learning courses outside of the United States must coordinate with the Center for Service-Learning & Community Engagement office to conduct a site visit to the community partner locations out of country and they must comply with the Service Learning risk-management plan.

1. Determination of service learning activities should be mindful of the culture and politics of the location in which the program is offered Programs where the institution maintains a central office or facility in another country wherein the office is staffed by a resident director and is under close supervision and the institution which awards credit International branch campuses.
2. Reciprocal exchange programs which are bilateral or multilateral exchanges.
3. Direct enrollment in institutions located outside the United States.
4. Independent undergraduate or graduate international research, which is arranged by APSU, funded in whole or in part by APSU, and/or for which the student receives APSU credit. However, the university is not responsible for (a) personal international travel by a student, which is not arranged or funded in whole or in part by APSU and/or (b)

international travel that does not result in APSU credit being awarded.

5. Consortia sponsored programs including programs sponsored through the Tennessee Consortium for International Studies (TnCIS) and The Cooperative Center for Study Abroad (www.ccsa.cc)
6. Programs sponsored by American universities and colleges overseas.
7. Hybrid or mixed programs which combine two or more of the program types to a significant degree. For example, a hybrid program might include an online component prior to or post travel to the study abroad location.
8. Programs contracted with a third party vendor or independent program provider.

Standards and Procedures

- A. Classroom instruction including special lectures and non-traditional formats (such as films, videos, and other media) should be equivalent to what is expected on campus and in compliance with SACSCOC or other accreditation standards. Student workload, including readings and assignments, must also be equivalent to the workload of similar on-campus courses. Credit is offered for courses with a full measure of demand and academic rigor, not merely for travel or living at an exotic location. Course syllabi including catalog descriptions must be prepared and processed for approval by official university procedures. Study abroad faculty must meet the credentials of APSU. Non-institutional faculty must also meet APSU credentialing guidelines.

Student credit hours for study abroad may, in some cases, be established by the number of credit hours granted for the program by the cooperating institution, providing that

- a. those credit hours are in accordance with Austin Peay State University guidelines for the number of hours of classroom activity per credit hour, and
 - b. the cooperating institution is appropriately recognized by Austin Peay State University for the purpose of accepting transfer credits.
- B. To receive APSU credit for coursework completed through an APSU-sponsored international program at a host

institution abroad or through an APSU consortium program, students must be admitted to APSU; be admitted to the APSU international program; receive approval of coursework from the academic department awarding the coursework credit; and enroll in the APSU course while participating in the program.

- C. Grades for coursework completed in APSU international programs must be posted by the deadline specified for on-campus courses. APSU recognizes that grades awarded at partner institutions abroad often are not received until after grades have been posted for on-campus courses. In this case, students will receive a temporary grade of Incomplete until the grade is submitted by the partner institution, following APSU procedures.

APPLICATION PROCEDURES

- D. In order to be eligible for a study abroad or exchange program, students must complete all study abroad application procedures as established by the Office of Study Abroad and International Exchange and meet the published deadlines. In addition, students must meet the following conditions:
 - a. Good academic standing with a minimum 2.25 GPA on file (2.75 for ISEP). Students who are classified as freshmen must have earned at least one semester of college credit in order to study abroad. Students who do not meet the minimum GPA requirement may file a study abroad appeal.
<https://www.apsu.edu/sites/apsu.edu/files/international/Study-Abroad-Appeal-Form-04-18-2016.pdf>

No student with a formal disciplinary violation or a pending formal disciplinary violation will be considered for study abroad. Students who have been suspended from the university for a code of conduct violation are prohibited from participating in any future study abroad program. Students who have been denied participation in study abroad may appeal the decision through The Office of Study Abroad and International Exchange.

- E. Student Cancellation Policy for Study Abroad: In the event an applicant cancels his/her planned participation in an APSU Study Abroad program, the APSU Office of Study

Abroad and International Exchange must be notified immediately. The level of refund for cancelled program participation varies according to specific circumstances, as detailed below:

- a. Individuals who cancel before or on the application deadline shall receive a full refund of any monies paid to the APSU study abroad program, minus the non-refundable application fee.
 - b. Individuals who cancel after the application deadline and before/on the first payment deadline shall forfeit the non-refundable application fee and will also be responsible for any unrecoverable expenses incurred by APSU on their behalf. Unrecoverable expenses may include, among other things, airline tickets/deposits, housing payments/deposits, excursions, and insurance.
 - c. Individuals who cancel after the first payment deadline shall forfeit the non-refundable application fee plus \$1500 of the program costs and shall also be responsible for any unrecoverable expenses incurred by APSU on their behalf.
 - d. Individuals who cancel 30 days or less before the program's scheduled departure shall be responsible for the entire program cost, in addition to the loss of the non-refundable application fee.
- F. Participants who withdraw from or who are involuntarily removed from a program already in progress, or whose participation is involuntarily canceled by APSU due to the applicant's failure to remain in good standing or complete required preconditions for participation, such as holding a valid passport, completing visa requirements in a timely fashion and failure to confirm APSU classes shall remain responsible for the full cost of the program.
- Spouses and Minors on Study Abroad Programs and Site Visits**
- A. APSU Policy 2:039 Minors on Campus policy is applicable to study abroad campus locations and classrooms.
 - B. With one exception, all participants in study abroad programs must be of the age of majority. Students who are minors will be considered for a study abroad program only if they meet the following conditions:

- a. have written parental or legal guardian permission;
 - b. have written permission through the Office of Academic Affairs; and
 - c. are properly enrolled for the study abroad course(s) through Austin Peay State University.
- C. Non-enrolled minor children (12 and above and under 18 at time of departure) and spouses of program faculty and participants are permitted to participate in APSU-sponsored activities in study abroad and exchange programs including group transportation to the host country, group travel within the host country, and group excursion activities provided they meet the following requirements and restrictions:
- a. No APSU dollars can be used to fund spouse/child participation;
 - b. A minor child (12 and above and under 18 at time of departure) of faculty can accompany faculty *only* if a non-student adult not currently teaching in the aforementioned study abroad program will accompany and be given sole responsibility for the minor;
 - c. Participation of a spouse or child cannot interfere with program activities and academic requirements.

APSU Policy 2:039 Minors on Campus policy is applicable to study abroad campus locations and classrooms.

D. Site Visits:

Written permission shall be required from the Office of Academic Affairs for spouses or minor children (12 and above and under 18 at time of departure) to accompany any APSU employee on any international site visits. A minor child (12 and above and under 18 at time of departure) of any APSU employee conducting a site visit may accompany the employee only if a non-student adult will accompany and be given sole responsibility for the minor. **This policy prohibits children under 12 from participation in any study abroad program or site visit.**

**U.S. Department of State
Travel Advisories**

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

The U.S. Department of State issues a Travel Advisory for each country of the world. Travel Advisories follow a consistent

format and use plain language to help U.S. citizens find and use important security information.

The U.S. Department of State advisories establish levels of risk for areas considered unsafe for travel.

- A. Travel Advisories apply up to four standard levels of advice, give a description of the risks, and provide clear actions U.S. citizens should take to help ensure their safety. All participants traveling on a study abroad program must familiarize themselves with Department of State advisory level currently published for their destination.

Level 1—Exercise Normal Precautions.

This is the lowest advisory level for safety and security risk. There is some risk in any international travel.

Conditions in other countries may differ from those in the United States and may change at any time.

Level 2—Exercise Increased Caution. Be

aware of heightened risks to safety and security. The Department of State provides additional advice for travelers in these areas in the Travel Advisory.

Conditions in any country may change at any time.

Level 3—Reconsider Travel. Avoid travel due to serious risks to safety and security. The Department of State provides additional advice for travelers in these areas in the Travel Advisory.

Conditions in any country may change at any time.

Level 4—Do Not Travel. This is the highest advisory level due to greater likelihood of life-threatening risks.

During an emergency, the U.S. government may have very limited ability to provide assistance. The Department of State advises that U.S. citizens not travel to the country or to leave as soon as it is safe to do so. The Department of State

provides additional advice for travelers in these areas in the Travel Advisory. Conditions in any country may change at any time.

Threat Level Travel Policy

1. APSU students, faculty, and staff are not permitted to travel to Level 4 advisory countries.
 2. APSU students, faculty, and staff are strongly cautioned against traveling to Level 3 travel advisory countries. Level 3 countries are determined by region.
 3. APSU students, faculty and staff are permitted to travel to a Level 1 or Level 2 region within a Level 2 country.
 4. Layovers are not permitted in a Level 3 or Level 4 travel advisory country.
 5. If the status of the county changes to a Level 4 at any point while participants are in the foreign destination, APSU will work with the U.S. Department of State to facilitate safe and timely evacuation from that location.
 6. If the U.S. Department of State issues a Level 4 travel advisory or an evacuation of U.S. citizens in the host country, APSU will work with the local U.S. Embassy or Consular office to organize evacuation of its students in the program. In the event of a program cancellation, the university shall notify students of a plan of action.
- B. The Office of Study Abroad and International Exchange must inform students of the risks inherent within all international programs in the application materials, website information, as well as via pre-departure orientations. Onsite orientations shall also cover student safety among other issues related to the foreign site.
- C. Cancellation of an academic program abroad may occur for reasons such as an outbreak of infectious disease, a natural disaster, or a political disturbance. Cancellation of a program may also occur due to other emergency and/or non-emergency situations. APSU reserves the right to cancel a program at any time if conditions warrant such a decision. If the US Department of State issues a travel warning or an evacuation of US citizens in the host country, APSU shall work with the local US Embassy to organize evacuation of students on the affected program. In the event of a program

cancellation, the university shall notify students of a plan of action.

- D. All students, faculty, and staff participating in APSU-sponsored international programs must be enrolled in a medical evacuation and repatriation insurance plan valid in the host country for the duration of the program and during transit to and from the host site. Additionally, all students, faculty, and staff participating in APSU-sponsored international programs must be enrolled in an accident and health insurance plan valid in the host country for the duration of the trip and during transit to and from the host site. The cost of the medical evacuation and repatriation insurance plan and the accident and medical insurance will be added to the program cost and paid from the program account. Supplemental insurance is the responsibility of the student or faculty participating in the program.
- E. Complaints regarding discrimination and harassment, including sexual violence and stalking will be addressed as per APSU Policy 6:004 (Discrimination & Harassment Complaint Procedure) and APSU Policy 6:001 (Sexual Violence and Stalking).
- F. Crisis Management Procedures for Study Abroad Programs
An Emergency Response Plan shall be maintained and updated regularly by the Office of Study Abroad and International Exchange. This response plan shall be made readily available on the Office of Study Abroad and International Exchange website and shall be a part of pre-departure training for all faculty and staff engaged in International Education activities.
https://www.apsu.edu/sites/apsu.edu/files/internationaled/Crisis_Management_Procedures_2015-16_Students.pdf.

Student Conduct

- A. All APSU policies regarding students remain in full effect during all APSU-sponsored international education programs including, but not limited to APSU Policy 1:013. Student behavior that violates the student code of conduct may result in any reasonable sanction up to and including removal from the program.
- B. Student Removal from Program: Students who do not follow the APSU Code of Student Conduct can be removed from the study abroad program and sent home at the student's expense. This removal and return also applies to

students who drop the course(s) while abroad, either during or immediately before the program commences, and to students who fail or flout academic or program or course requirements or who refuse to participate in required academic components of the course or program.

Student removal from an international education program will follow procedures outlined by the Office of Student Affairs in consultation with the Associate Vice President and Dean of Students. Students removed from an international education program are responsible for any expenses incurred as a result of the removal.

Grade Appeals

Students wishing to appeal a grade issued in an international program by a non-APSU faculty member must follow the host institution or consortium guidelines. Exceptions to this rule shall be handled on a case-by-case basis.

Media Inquiries

APSU Faculty must direct all media inquiries relating to incidents involving study abroad or exchange programs to the APSU Office of Public Relations. Administrators responding to an incident in an APSU-sponsored international program must consult the chief student affairs officers and/or legal counsel regarding the release of student information on student records in accordance with the Federal Educational Rights and Privacy Act (FERPA).

Finances

- A. All APSU purchasing policies including but not limited to APSU Policy 4:014 remain in full effect for international education programs.
- B. All APSU international education programs are required to submit as part of the annual reporting process all travel authorizations, travel claims, program invoices, program budgeted and actual expenses, and study abroad account statements.

Low-Enrolled Study Abroad Programs

- A. Faculty-led study abroad opportunities at Austin Peay State University are designed to be self-sustaining while generating enough revenue to cover projected expenses. In the event that a program does not meet the minimum enrollment of four (4) students, the Study Abroad program will be cancelled. The decision to cancel will be made in

consultation with the Department Chair, the Dean and the Director of the Center for Extended and International Education. Depending on the availability of institutional funds, the list below constitutes minimal criteria that will be used to support running a low-enrolled study abroad program. Other conditions or extenuating circumstances might also exist to warrant running a program with the minimum enrollment described above.

- a. New study abroad opportunities that have not been previously established on campus.
 - b. Existing study abroad programs that have not made in three or more years.
 - c. Existing study abroad programs which are required for purposes of accreditation or for teacher licensure.
- B. After documenting and satisfying one or more of the bulleted statements above, low-enrolled study abroad programs with at least four (4) students may be approved to continue if sufficient institution support funding is available.
- a. Pending institutional budget, The Office of Study Abroad and International Exchange faculty travel grants and departmental funds may be available for faculty-related travel expenses.
 - b. In order to receive these potential funds, faculty coordinators must submit a written request with supporting documentation to the department chair and the Office of Study Abroad and International Exchange.
 - c. Program coordinators will be expected to submit an addendum to their existing study abroad proposal stating how the reduction in student enrollment will impact program costs, travel itinerary, etc.

Compensation for Faculty

For faculty to be compensated for teaching on any study abroad program, the faculty member's for-credit enrollment numbers must be a minimum of ten (10) APSU students for full pay or 4-9 students for partial compensation based on number of enrolled students and availability of institutional support funds.

CCSA programs

For faculty to be compensated for teaching on any Cooperative Center for Study Abroad (CCSA) winter program, the faculty

member's for-credit enrollment numbers must be a minimum of 4-9 APSU students for full or partial compensation based on availability of institutional support funds. CCSA faculty who teach in the winter program will receive 3 hours of reassigned time in the spring semester as compensation.

For CCSA summer classes that are enrolled with a minimum of 4-9 APSU students, the faculty member may be paid at an independent study rate, which shall be negotiated with the Department Chair, the College Dean, and the Director of Office of Study Abroad and International Exchange. For faculty to be fully compensated at the full summer pay rate, the faculty member's for-credit enrollment numbers must be a minimum of 10 APSU students or 4-9 APSU students for partial compensation based on number of enrolled students and availability of institutional support funds.

Compensation and Travel Expenses For Faculty-Led Programs

Travel funding including faculty compensation and travel expenses for faculty-led programs shall be determined via two criteria: (a) the number of APSU students enrolled for credit and (b) the length of the program. Faculty teaching study-abroad classes shall be able to apply for additional funding for faculty-led programs that are three, four, or five weeks in length.

For 4-9 students, the faculty member may be paid at an independent study rate, to be negotiated with the department chair, college Dean, and Director of Office of Study Abroad and International Exchange. Classes with fewer than four (4) enrolled APSU students for credit shall not be permitted to travel and will be cancelled.

Study Abroad Surplus and Deficit

- A. At the conclusion of a study abroad program, after the expenses and reimbursements have been verified and accurately disbursed, the Office of Study Abroad and International Exchange will determine how to handle the surplus. Within 60 days of the conclusion of the program, study abroad opportunities ending with a surplus are required to do one or more of the following:
 - a. Reimburse a portion of the surplus back to the student participants. Reimbursement will be documented and

agreed upon by the faculty program coordinator and the Office of Study Abroad and International Exchange

- b. Incorporate the surplus into the same program's future budget and fee calculation.
 - c. Contribute to the Global Emergency Contingency Fund (i.e. monies set aside for unexpected study abroad emergencies) managed by the Office of Study Abroad and International Exchange.
- B. At the conclusion of a study abroad program, after the expenses and reimbursements have been verified and accurately disbursed, the Office of Study Abroad and International Exchange will determine how to handle a deficit in the event of a serious travel emergency. Study abroad opportunities ending with a deficit are required to do one or more of the following:
- a. Incorporate the deficit into next year's budget and program fee calculation by adding an additional buffer to the future study abroad costs.
 - b. Pending other revenue sources, deficits may also be paid down per the Office of Study Abroad and International Exchange and/or a chair/dean's request to the administration. In rare instances where these deficit situations may occur, the Office of Study Abroad and International Exchange will work closely with the faculty coordinator to address the deficit so that reimbursements can be paid back in a timely manner.
 - c. Faculty coordinators are required to submit proper documentation and a written request for assistance.
 - d. Once approval is obtained, an expenditure transfer will be processed to cover the deficit.

Revision Dates

APSU Policy 2.017 – Rev.: May 3, 2018
APSU Policy 2:017 (previously 2:018) – Rev.: March 25, 2017
APSU Policy 2:017 – Issued: May 23, 2011

Subject Areas:

Academic	Finance	General	Human Resources	Information Technology	Student Affairs
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