



Institutional Guidelines for Education Abroad

Introduction

These guidelines establish the procedures for international education travel that is sponsored by Kennesaw State University, whether credit-bearing or non-credit-bearing.

All participants in University-sponsored international education travel experiences, as defined by these guidelines, shall successfully apply for their international education travel experience through Kennesaw State University's [Education Abroad Office](#) in the [Division of Global Affairs](#) and comply with all other requirements established by the guidelines.

Entities Affected

All faculty, staff, and students of the University, as well as non-University individuals participating in University-sponsored or approved international education travel experiences.

These guidelines applies to the following University-sponsored or approved international travel experiences:

1. International travel by individual students for educational purposes (e.g., education abroad faculty-led programs, exchange programs, directed study and research abroad programs, international internships, non-credit-bearing international programs, etc.); and
2. International travel by students led by a University employee with a purpose that is relevant to the University's academic mission and strategic goals. These travel experiences shall be approved by the appropriate University official(s).

Definitions

The following definitions define international education travel experiences at KSU:

1. Education Abroad

Education abroad denotes international programs offered for academic credit exclusively outside the United States. This includes all full academic year, fall, spring, winter/decembermester or summer mini-mester programs. All programs are administered through the Education Abroad Office in collaboration with other University academic units and partners (including third party providers) located within the United States and abroad. Faculty-led and reciprocal exchange programs are included in this category.

2. Embedded Education Abroad

Embedded Education Abroad means international programs offered for academic credit that include a brief experience abroad as a minor component of a course (one credit or less) for which most of the content is provided within the United States. This category generally includes short-term, usually faculty-led, group travel programs for which an international excursion is supplemental or embedded within an academic course. At KSU, this typically signifies graduate program experiences.



3. Research, Directed Study, and Internships

This generally includes all other credit-bearing international education travel, such as credit-bearing independent study, research, internship, or clinical rotations. This category does not include independent, non-credit-bearing international travel, as such travel is not considered University-sponsored.

4. Non-credit International Programs

Non-credit International Programs means international group travel experiences sponsored by a University college or unit, offered outside the United States exclusively or in part, and for which participants do not earn academic credit. This category includes non-credit service-learning and KSU-sponsored co-curricular international travel.

Responsibilities

1. Administration (Provost and Vice President for Academic Affairs, Associate Vice President for Operations, Vice Provost for Global Affairs, Director of Education Abroad and Exchange Programs, and Assistant Director of Education Abroad and Exchange Programs)

The University administration is responsible for maintaining policies and procedures regarding international education travel experiences that:

- a. Are consistent with national norms and best practices;
- b. Are transparent to all faculty, staff, and students;
- c. Uphold the academic standards and expectations of professional conduct of the University and its employees; and
- d. Support the Division of Global Affairs' Strategic Plan and;
- e. Is approved by the Office of Finance and Accounting at KSU

These responsibilities include attention to general safety and the management of institutional risk, insofar as is consistent with international best practices and feasible in the context of a public comprehensive university.

2. Faculty and Staff

- a. Faculty and staff participating in international education travel experiences shall coordinate through the EAO for all categories of international travel defined by these guidelines. Approval and review by the EAO and the Education Abroad Advisory Committee (where applicable for faculty-led programs) is required before any international education travel experience may be advertised or represented as approved by or sponsored by the University.
- b. Faculty employees and EAO staff are responsible for appropriate advising and evaluation of credit-transfer equivalency, for course credits earned at international sites in accordance and collaboration with University or college policies.
- c. A faculty or staff employee who leads a group on an international education travel experience is responsible for the activity and shall act within the course and scope of his or her employment.
- d. A faculty or staff employee who leads an international education travel experience shall:
 1. Prepare students for cultural and local norms in the host country



2. Prepare and distribute course-appropriate syllabi, or itinerary;
 3. Maintain confidentiality of student records;
 4. Apply appropriate financial controls and standards of academic assessment;
 5. Attend required training sessions sponsored by the Education Abroad Office;
 6. Maintain appropriate communication with the Education Abroad Office; and
 7. Adhere to emergency management and risk management protocols.
3. Students and Trainees: Any individual who is afforded all the rights to privacy as defined by The Family Education Right to Privacy Act (FERPA). This includes online classes, Adult Degree programs, certification programs and Outreach programs offering college credit. Individuals who have been admitted, but not yet enrolled in a credit bearing course are not protected under FERPA.
- a. Students participating in international education travel experiences shall:
 1. Apply through the EAO for all categories of international education travel experiences defined in these guidelines;
 2. Attend any required orientations, and pay applicable tuition and program fees;
 3. Comply with policies and procedures regarding academic advising and risk management;
 4. Obtain, as appropriate, academic advising through their academic colleges in order to ascertain whether credits earned abroad will apply to their course of study and where applicable, accepted as transfer credit by KSU; and
 5. Abide by applicable University regulations and policies, including but not limited to:
 - i. Student Rights and Responsibilities
 - ii. Student code of Conduct
 - iii. University Drug and Alcohol Policy
 - iv. Confidentiality of Student Records and Notification of Rights (FERPA)

Credit Transfer and Grading: (Direct Exchange, Faculty-Led, and Third Party Programs)

The University accepts collegiate-level degree credits earned abroad in accordance with the Kennesaw State University Credit Transfer Policy. Transfer work from institutions outside the United States is evaluated on an individual basis from official transcripts, processed through Enrollment Services. The Office of Undergraduate Admissions and Enrollment Services generally determine the transferability of completed course work. Then, the designated faculty member of the appropriate department or college determines how the transferred coursework applies toward degree requirements. Grade point averages (GPA's) from other institutions do not transfer to the University.

Insurance

Participants in any University- sponsored international education travel experience, whether credit-bearing or non-credit-bearing, are required to purchase International Travel Insurance through KSU's insurance company, Cultural Insurance Services International (CISI). The EAO may grant exceptions in cases when participants have existing coverage that meets the minimum standards of the University or are participating in external programs that offer uniform coverage that meets the minimum standards of the University. No exceptions are granted to participants of international group travel experiences of faculty-led programs.



Risk Management

The University does not sponsor international travel for educational purposes in a country for which a U.S. Department of State Travel Warning is in effect. However, the University will consider exceptions on a case-by-case basis. Exceptions are based upon petitions submitted by each student, faculty, or staff employee proposing the travel, and are reviewed by the Education Abroad Advisory Committee of the Faculty-Senate. The Committee makes a recommendation to the Vice Provost of Global Affairs and the Director of the Education Abroad and Exchange Programs who consult with a variety of state and federal agencies prior to making a decision.

Education Abroad Advisory Committee

The Education Abroad Advisory Committee of the Faculty Senate (EAAC) collaborates with the Education Abroad Office and the Division of Global Affairs as an advisory and decision-making committee to review education abroad program proposals and to make policy recommendations for Education Abroad campus-wide. The EAAC works collaboratively with the university's academic colleges and departments, and the Education Abroad Office to support programmatic development and program quality through the review of program proposals and associated policies.