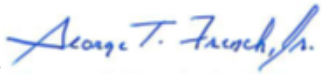


CLARK ATLANTA UNIVERSITY

Policy and Procedures

Policy 6.2: Study Abroad



Policy and Procedures	Subject: Study Abroad Program	
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Policy 6.2: Study Abroad Program

1.0 Policy Statement

The Office of International Programs coordinates the approved University international programs and activities. These programs and activities include academic study, research, internships, cultural enrichment, and service-learning. The three specific types of academic study abroad programs approved by the University are:

- (1) faculty-led or proprietary programs
- (2) direct enrollment and exchanges with foreign institutions
- (3) third party providers

The duration of the programs may range from one week to an academic year. Regardless of duration, each program type undergoes the same review and approval processes to ensure academic rigor and integrity, and relevance to both the university's mission and the strategic goals of the academic departments.

2.0 Procedures

The procedures provide support and guidance for implementing this policy. The following policies and procedures apply to the development, administration, and conduct of all campus-based study abroad programs.

2.1 Faculty-Led/Proprietary Programs

- A. Study abroad programs shall undergo the standard on-campus development process that incorporates administrative and academic reviews. Academic departments are responsible for review of program and course subject matter and instructional delivery methods. Program proposals approved by the academic chair(s) and dean(s) are submitted to the Director of the Office of International Programs. Once received, the Director of the Office of International Programs meets with the sponsoring faculty member(s) to develop the marketing, student application processes, international travel arrangements, CDC health and safety measures, housing, and State Department travel registration. After these logistical matters are completed, the proposal is submitted to the Provost for final review and approval.
- B. The Office of International Programs collaborates with faculty and staff from the academic units, student services, financial aid, student accounts, budget office, and the registrar to ensure that the requisite documentation for proposals are submitted.
- C. All CAU study abroad programs must consider the health, safety and security of students, staff, and faculty as the central feature of planning and operation. They must also:
 1. Not operate in countries where there is a State Department Travel Warning.
 2. Be conducted and consistent with the provisions of other related executive orders, such as those related to air travel, health or safety issues, or risk management

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3. Only approve matriculating students (undergraduate or graduate) as participants. Students must be enrolled for the semester or term the program is offered.
- D. Faculty-Led/Proprietary Programs must be submitted to the Office of International Programs by:
1. October 15th for Spring and Summer Programs
 2. April 15th for Fall and Winter-Session Programs
- E. The University reserves the right to restrict, deny, or postpone faculty-led/proprietary programs or activities if the determination is made that there is substantial risk associated with the international travel destination.

2.1.2. Student Requirements for Participation in Study Abroad Programs

- A. Have a cumulative grade-point-average (GPA) of 2.5 at the time of application for undergraduate students. A 3.0 cumulative GPA is required for graduate students at the time of application.
- B. Have satisfactorily completed a minimum of 24 CAU semester credit hours for undergraduate students, and six (6) semester credit hours for graduate students.
- C. Have no social warnings or sanctions with the Office of Student Conduct/Student Services
- D. Have the available funding for participation, and ability to abide submission of full payment according to program deadlines prior to departure.
- E. Participation in all pre-departure and re-entry orientations.

3.0 Definition of Key Terms

- **Study Abroad:** the academic study, research, internship, cultural enrichment, or service-learning programs located outside the United States.
- **Third-Party Provider:** in the field of study abroad, the term “Third Party Program Provider” refers to an entity which administers study abroad programs open to students from many various post-secondary institutions. These entities may be for-profit or not-for-profit companies, consortium comprised of several universities, or universities that market their study abroad programs nationally.
- **Direct Enrollment:** approved agreements with foreign institutions that permit CAU students to enroll directly as transient students for an academic year, semester, or summer term.

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- **Faculty-led Programs:** proprietary academic programs that are taught by a CAU faculty member.

4.0 Research and Intellectual Property Guidelines

To ensure compliance with university policies and other state and federal applicable laws regarding research projects, innovations, and technology generated in the course of an approved Clark Atlanta University study, internship, research, or cultural immersion program abroad, clearance must be received from the Office of Research and Sponsored Programs.

5.0 Contracts with the University

All contracts associated with an approved study abroad program will be in the name of the University and approved by the Executive Vice President and Chief Financial Officer. Marketing activities and student recruitment cannot begin until the contract approval process is completed.

6.0 Waiver, Release, and Indemnification Agreement

Faculty, staff, and students who participate in study abroad programs do so on a voluntary basis. As such, all study abroad participants are required to complete and sign the CAU Waiver, Release, and Indemnification Agreement form for international travel prior to departure. The originals of these forms are maintained in the Office of International Programs.

7.0 Entities Affected By This Policy

University faculty, staff, and students; third party providers; and foreign host institutions are affected by this policy.