

FLORIDA	OFFICIAL
POLYTECHNIC	UNIVERSITY
UNIVERSITY	POLICY

Subject/Title: Establishment of Study Abroad Programs
FPU Policy Number: FPU-5.0131AP
<input checked="" type="checkbox"/> New Policy <input type="checkbox"/> Major Revision of Policy <input type="checkbox"/> Minor Technical Revision of Policy
Date First Adopted: November 17, 2017
Date Revised:
Responsible Division/Department: Academic Affairs
Initiating Authority: Provost

A. APPLICABILITY/ACCOUNTABILITY:

1. This policy applies to all Study Abroad Programs approved by the University in accordance with this policy. Faculty, staff, and students participating in programs that are not approved by the University in accordance with this policy participate in such programs at their own risks.

B. DEFINITIONS:

1. Study Abroad Program. A University course or program or University-approved course or program enrolled in which the student travels to an international location for educational purposes as part of the course or program.
2. University-approved. Any course or program officially approved and recognized by the University in accordance with this policy.

C. POLICY STATEMENT:

1. **The Office of International Affairs.**
 - a. The Office of International Affairs is the coordinating office for all Study Abroad Programs as defined above.
 - b. The Office of International Affairs will provide reasonable services to assist in study abroad initiatives including, but not limited to, facilitating necessary insurance coverage for student, staff, and faculty participants and monitoring of government and international sources for the latest information affecting the safety and security of regions where study abroad activities are conducted.
 - c. The Office of International Affairs will also facilitate all general communication and liaison duties between the University and all foreign centers and affiliated foreign universities pertaining to Study Abroad Programs.
 - d. The Office of International Affairs does not provide support services for or make any attestations as to the quality of unapproved Study Abroad Programs.
2. **Initiating Department or College.**
 - a. The department or college initiating the Study Abroad Program is responsible for oversight of its academic content.

3. **Compliance Review.**
 - a. The Office of International Affairs in cooperation with the respective University departments and organizing faculty and/or staff members will conduct a compliance review on all Study Abroad Programs.
 - b. All Study Abroad Programs must be reviewed for compliance with accepted University and industry standards related to health, safety, security, risk management, legal standards, ethical practices, and responsibility to students prior to the Study Abroad Program's departure date.
 - c. A Study Abroad Program that is not in compliance may be cancelled or delayed until the Study Abroad Program is determined to be compliant.
4. **Program Cancellation and Changes by the University.** The University reserves the right to make cancellations, changes, or substitutions in case of emergency, changed conditions, or in the best interest of the Study Abroad Program or University. Information from the U.S. State Department and on-site coordinators is considered when making decisions regarding Study Abroad Program itineraries. The Office of International Affairs may make changes on short notice should a situation arise that causes serious concern.

D. PROGRAM APPROVAL:

1. **Develop Program Proposal.** The program faculty and/or staff work with the Office of International Affairs to develop a program proposal. The program proposal is a summary of the program and must include, but is not limited to, the proposed:
 - a. Location(s) of the program;
 - b. Faculty and/or staff that are responsible for the program;
 - c. Dates of the program;
 - d. Proposed budget, including costs to the University and the student;
 - e. Additional parties (educational institutions, companies, research institutes, etc.) participating in the program;
 - f. Educational objectives;
 - g. Program's relates to the University's mission; and
 - h. Credit courses, if any, that will be offered.
2. **Submit the Program Proposal to the Provost.** The Office of International Affairs submits the program proposal to the Provost for review and approval at least six (6) months prior to the departure date for program. The Provost may waive the submission deadline at his/her discretion. The Provost will review the program proposal and decide one of the following:
 - a. Program approved. The program is approved and ready for implementation.
 - b. Program approval pending. The Provost has requested additional information and/or changes to the program. The program is not ready for implementation at this time.

The program proposal must be amended to include the additional information and/or changes and re-submitted to the Provost for consideration.

- c. Program denied. The Provost has not approved the program and the program is not ready for implementation at this time.
- 3. **Program Implementation**. After the program proposal is approved by the Provost, the Office of International Affairs works with the Study Abroad Program faculty and/or staff and other appropriate University departments to implement the Study Abroad Program.
- 4. **Changes to Study Abroad Program**. Any changes made regarding the information listed in section D.1. a-g after the Provost's initial approval must be approved by the Provost in writing.

POLICY APPROVAL

Policy No.: FPU-5.0131AP

_____	_____
Initiating Authority	Date
_____	_____
Policies & Procedures Committee Chair	Date
_____	_____
Vice President of Academic Affairs	Date
_____	_____
President/Designee	Date
Approved by FPU BOT, if required	_____
	Date

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