

FLORIDA	OFFICIAL
POLYTECHNIC	UNIVERSITY
UNIVERSITY	POLICY

Subject/Title: Student Eligibility to Participate in Study Abroad Programs
FPU Policy Number: FPU-5.0132AP
<input checked="" type="checkbox"/> New Policy <input type="checkbox"/> Major Revision of Policy <input type="checkbox"/> Minor Technical Revision of Policy
Date First Adopted: 11-17-2017
Date Revised:
Responsible Division/Department: Academic Affairs
Initiating Authority: Provost

A. APPLICABILITY/ACCOUNTABILITY:

1. This policy applies to all university students wanting to participate in a Study Abroad Program.

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. STUDENT REQUIREMENTS, APPLICATION, AND APPROVAL PROCEDURES:

1. **Student Requirements.** To participate in a Study Abroad Program, a student must meet the following requirements:
 - a. Good Academic Standing. The student must be in Good Academic Standing as defined in University policy **FPU-5.0074AP Academic Standing (Undergraduate)** for undergraduate students and University policy **FPU-5.00744AP Graduate Academic Standing, Dismissal, and Readmission** for graduate students at the time of acceptance into in the Study Abroad Program. The student must remain in Good Academic Standing after acceptance into the Study Abroad Program and while participating in the Study Abroad Program.
 - b. In Good Standing with Student Code of Conduct. The student must be in Good Standing as defined in **FPU-3.006 Student Code of Conduct** at the time of acceptance into the Study Abroad Program. The student must remain in Good Standing after acceptance into the Study Abroad Program and while participating in the Study Abroad Program. Prior violations of the Student Code of Conduct may be considered by the Office of International Affairs when determining eligibility.
 - c. Outstanding Balance. The student's account must not have an outstanding balance.

- d. Immunizations. Prior to the departure date, the student must receive the immunizations necessary for the country in which the student is travelling prior to departure. Immunization requirements differ based on the country that the student is travelling to. All participating students should refer to the specific guidelines for immunizations from the Center for Disease Control that can be found at: <http://www.cdc.gov>.
 - e. Insurance. Prior to the departure date, the student must obtain and maintain sufficient health, accident, disability, trip interruption/cancellation, hospitalization, travel, and personal property insurance to cover themselves for the time period they are participating in a Study Abroad Program.
2. **Application and Approval Procedures.**
- a. Complete and Submit the Study Abroad Approval Form. To apply to participate in a Study Abroad Program, a student must complete and submit a Study Abroad Approval Form to the Office of International Affairs (available through the Office of International Affairs). The student must obtain signed approvals from the following:
 - i. The Office of Student Development;
 - ii. The Office of the University Registrar;
 - iii. The student's Academic Success Coach; and
 - iv. The Bursar's Office.
 - b. Office of International Affairs Reviews Approval Form. The Office of International Affairs reviews the student's Study Abroad Approval Form and determines whether or not the student is eligible to participate in the Study Abroad Program. The Office of International Affairs notifies the student of its decision via the student's University email account.
 - c. Attend Required Orientations. The student must attend all required orientations. Orientation information, both printed and oral, contains information for faculty and students about health and safety issues related to international off-campus travel.
 - d. Additional Documentation. Prior to departure, a student must complete the following:
 - i. Complete and submit a Medical and Emergency Information Form to the Office of International Affairs.
 - ii. Read and sign the Study Abroad Waiver and Release Agreement. If a student is under 18, the student's parent or guardian must also read and sign the Study Abroad Waiver and Release Agreement.
 - iii. Submit proof that the student has obtained the required immunizations and insurance to the Office of International Affairs.
3. **Failure to Complete All Requirements**. A student who does not complete all requirements prior to departure for the Study Abroad Program will not be allowed to depart for the Study Abroad Program.

POLICY APPROVAL

Policy No.: FPU-5.0132AP

Initiating Authority

Date

Policies & Procedures Committee Chair

Date

Vice President of Academic Affairs

Date

President/Designee

Date

Approved by FPU BOT, if required

Date

EXECUTED SIGNATURE PAGES ARE AVAILABLE IN THE OFFICE OF THE GENERAL COUNSEL