

Title/Subject: **INTERNATIONAL PROGRAMS**

Applies to: faculty staff students student employees visitors contractors

Effective Date of This Revision: April 5, 2021

Contact for More Information: Office of Global Engagement

Board Policy Administrative Policy Procedure Guideline

PURPOSE:

To set forth policies for international programs.

DEFINITIONS:

“International Programs” refers to all individual or group programs in which students travel to foreign countries, whether for credit or not for credit, including but not limited to travel for research, education, service, internship, volunteer or performance.

“Program Leader” refers to any CMU faculty member, staff member or graduate student who is responsible for the planning and/or delivery of a CMU international program and who will accompany the students on an international trip.

POLICY:

The following policies apply to all international programs:

1. The Office of Global Engagement (OGE) facilitates and administers all international and study-away programs for CMU students. All CMU departments that approve study/internship credit, non-credit opportunities or volunteer hours for students who participate in international or study-away programs must coordinate with OGE.
2. All students who participate in international programs must apply through the OGE. To earn CMU credits, students must be registered at CMU during the term abroad.
3. For non-credit programs, program participants must be CMU students. All participants must apply through the OGE.
4. Participants must be at least 18 years old.
5. All students participating in an international or study-away program must complete the orientation offered by OGE.

Authority: Robert O. Davies, President

History: 6-26-06; updated 3-2-20

Indexed as: Study Abroad; International Programs; Foreign Travel; Faculty-led Study Abroad; Faculty-led International Programs; Office of Study Abroad

Title/Subject: **INTERNATIONAL PROGRAMS**

6. All participating students must purchase the CMU study abroad group health, medical evacuation, and repatriation insurance and will be enrolled through the OGE.
7. OGE, in consultation with the Executive Vice President/Provost, will decide if programs to any destination shall be cancelled or terminated early because of a crisis, emergency or other reason.
8. OGE, in consultation with the host institution, and the leaders of faculty-led programs, may require a student to return home before the end of the term for good cause such as illness, disruption of activities, alcohol or drug use, involvement in illegal activities, or violation of the CMU Student Code of Conduct.
9. OGE develops and enforces policies and procedures related to study abroad risk management and financial management in consultation with appropriate campus departments. OGE sets and enforces processes and deadlines for program proposals and student applications.

The following policies apply specifically to faculty-led programs overseas:

10. All faculty-led program proposals must be reviewed by OGE, the Chair(s) of the academic department(s) from which the program initiates, and the Dean(s) of the college(s). OGE works with the Program Leader to develop issues including, but not limited to travel, administrative, global learning and/or intercultural learning outcomes, and budget details. The Executive Vice President/Provost or designee will have final approval.
11. For programs offering course credit, all participants must be enrolled in the course. Field trips organized by CMU are considered part of the course and are only open to program participants.
12. Housing is provided only for the program participants.
13. All students participating in a faculty-led program must complete the orientation offered by OGE and the orientation offered by the program leader(s).
14. The University's policies apply during the programs. For example, classes, review sessions or similar class-related activities may not take place in a bar or similar establishment or at a Program Leader's residence if an alcoholic beverage(s) is served.
15. OGE must approve any onsite person or organization that provides assistance or support with program logistics or activities. Payment for services provides must be approved by OGE.
16. Subject to the approval of the Executive Vice President/Provost, OGE may apply policies 10 through 15 to other CMU programs involving students that take place off-campus or overseas.

Policies for Program Leaders:

Program Leaders will review and agree to adhere to the policies and procedures associated with faculty-led programs set forth by OGE.

17. All contracts and agreements for services, equipment, lodging, etc., for International Programs must be signed by a CMU employee with appropriate contracting authority. Note that all charges for lodging do not necessarily involve a contract but are covered by the University's travel policy.

Title/Subject: **INTERNATIONAL PROGRAMS**

18. Financial arrangements for a program must comply with established University policies and procedures as set by the Controller and OGE. OGE manages the program cost centers and approves program expenses and payments. Travel reimbursements with all program accounting and documentation must be completed and submitted to OGE by the Program Leader no later than 5 weeks before the date the program end. Repeating programs will not be renewed unless the prior year accounting is promptly submitted and approved. CMU Business Expense policies also apply to Program Leaders. OGE will consult with the Dean due to the potential impact of a program's budget on the college budget.
19. All Program Leaders are required to complete the annual Program Leader Orientation offered by OGE.
20. Program Leaders must submit to OGE an emergency action plan and obtain all the necessary approvals two months prior to departure, based on consultation and support from OGE and other campus units.
21. Program Leaders are expected to commit their time and full attention to the students who are participating in the academic experience and to provide oversight of the students when involved in course activities, program - related excursions, and while traveling. As such, CMU prohibits family members of program leaders from accompanying the program (except for a faculty/staff spouse/partner who is serving as the program co -leader) without prior approval from the Executive Vice President/Provost.
22. Requests for exemptions from the accompanying family member policy must be submitted in writing to the Executive Vice President/Provost for consideration and be approved at least six months prior to departure. The request must include a plan for how the Program Leader will carry out their program responsibilities with accompanying family members present. Considerations will include, but will not be limited to, the amount of travel involved in the program itinerary, the length of the program, and the nature of the activities involved in the program.
23. If the request is granted for the family member to accompany the program, the following conditions must be met:
 - a. Program Leaders should carefully consider the implications of bringing minor children abroad and balancing their responsibilities to the program and students. If minor children are present, and there is no accompanying adult family member, the faculty member must arrange and pay for a 24 -hour caregiver for the accompanying child/ren and the caregiver must be present throughout the duration of the program. The caregiver may not be the co-Program Leader or a program participant.
 - b. Travel and insurance arrangements for any accompanying family member will not be made by CMU.
 - c. Accompanying family members may not attend or participate in program activities.
 - d. It is the responsibility of the Program Leader to pay for all expenses related to accompanying family members.
 - e. It is important to make sure that students are aware that the program does not cover the housing, meal, or excursion costs of accompanying family members. This information must be made transparent so there is no misunderstanding that student program fees are subsidizing non-participants in any way. If accompanying family members travel on charter transportation, the Program Leader must pay the pro rata share for the portion of the charter used. In no case is program or any CMU money to be used to fund family member participation in program activities. If the cost for the family member is included on a group receipt, it must be deducted before the receipt is submitted for reconciliation or reimbursement.
 - f. CMU is not responsible for the injury, illness, loss, or death of spouses/partners, children or any family member who are accompanying Program Leaders/co-Program Leaders of study abroad programs. It is the responsibility of all accompanying family members to familiarize themselves with the health, safety, and cultural considerations of the host country, and to abide by all applicable CMU policies, including those related to nondiscrimination. Accompanying family members or any other non-participant are responsible for their own safety and insurance coverage.

Title/Subject: **INTERNATIONAL PROGRAMS**

- g. Family members accompanying the Program Leader may share accommodations with the Program Leader, provided that sharing is allowed by the housing provider and does not incur additional housing costs to the overall program fee. Family members accompanying students are not permitted to share accommodations with students. CMU is not responsible for obtaining any accommodations, meals, insurance or other expenses/costs for family members.
 - h. Accompanying family members may interact with students during social times or during program-sponsored events, accompanying family members shall not advise or counsel students during the program.
24. A minimum of two Program Leaders is required to lead a student group abroad. The Program Leaders must be CMU employees (two faculty or one faculty and one staff). Graduate students can be hired as co-Program Leaders subject to approval by the Dean and OGE. Exceptions:
- a. One faculty may lead a student group alone when working with an international education organization that has staff on-site to provide support and assistance, or
 - b. One faculty may lead a student group alone when there is an approved site coordinator on -site hired to provide support and assistance.
 - c. For large groups, a graduate student enrolled in the program may act as an assistant to the two Program Leaders subject to approval by the Dean and OGE.
25. Within 5 weeks from the conclusion of the program, Program Leaders will submit a Program Assessment Report to their Chair, Dean, and OGE, including information about outcomes, health and safety incidents, and considerations for the next proposal submission. Programs will not be approved for renewal before the Program Assessment Report is submitted.

Central Michigan University reserves the right to make exceptions, modify or eliminate this policy. This document supersedes all previous policies, procedures and directives relative to this subject. Please refer questions or concerns to the Originating Department.