

Title/Subject: **INTERNATIONAL PROGRAMS**

Applies to: faculty staff students student employees visitors contractors

Effective Date of This Revision: April 19, 2017

Contact for More Information: Office of Study Abroad

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 travel for research, education, service, internship, volunteer or performance.

POLICY:

The following policies apply to all international programs:

1. The Office of Study Abroad (OSA) facilitates and administers all international programs for CMU students. All CMU departments that approve study/internship credit or volunteer hours for students who participate in international programs must coordinate with the Office of Study Abroad.
2. All students who participate in international programs must apply through the Office of Study Abroad. 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 Office of Study Abroad.
4. Participants must be at least 18 years old.
5. All students participating in an international program must complete the orientation offered by the Office of Study Abroad.
6. All students who participate in international programs must have health, medical evacuation, and repatriation insurance that covers them while in the foreign country. All students must purchase the group medical evacuation and repatriation insurance. Students who do not have adequate health coverage that covers them outside the United States must purchase the study abroad group health insurance policy offered through the Office of Study Abroad. (See policy below for students who participate in faculty-led programs.)

Authority: M. Rao, President

History: 6-26-06;

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7. The Office of Study Abroad, 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 or emergency.
8. The Office of Study Abroad, in consultation with the host institution, and the faculty leader for 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.

The following policies apply specifically to faculty-led programs:

9. All faculty-led programs must be reviewed by the Chair(s) of the academic department(s) from which the program initiates and the Dean(s) of the college(s). The Office of Study Abroad must review the travel, administrative, and budget details. The Executive Vice President/Provost must grant final approval.
10. 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.
11. Housing is provided only for the program participants.
12. Students participating in a faculty-led program must purchase the group health, medical evacuation, and repatriation insurance offered through the Office of Study Abroad.
13. All students participating in a faculty-led program must complete the orientation offered by the Office of Study Abroad and the orientation offered by the faculty leader(s).
14. The University's alcohol policy applies during the programs. Classes, review sessions or similar class-related activities may not take place in a bar or at a faculty member's home where an alcoholic beverage is served.
15. The Office of Study Abroad reserves the right to apply policies 9 through 14 to other CMU group programs (e.g., Master's in Spanish summer program).

Policies for faculty leaders:

16. All contracts and agreements for services, equipment, lodging, etc., for international programs must be signed by a CMU employee with appropriate contracting authority.
17. Financial arrangements for a program must comply with established University policies and procedures as set by the Controller and the Office of Study Abroad.
18. Spouses of the faculty leaders may voluntarily travel with the group and will have no responsibility on behalf of CMU.
19. Minor children of the faculty leader may travel with the group only if another adult travels with them to provide supervision.
20. A minimum of two leaders is required to lead a student group abroad. The leaders must be CMU employees (two faculty or one faculty and one staff). 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.

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For large groups, a graduate student enrolled in the program may act as an assistant to the two leaders.

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.