

**AUSTIN PEAY STATE UNIVERSITY  
POLICIES AND PROCEDURES MANUAL**

Policy Number: 2:018	Supersedes Policy Number: n/a
Date: May 23, 2011	
Subject: Development and Operation of Off-Campus International Educational Programs	Mandatory Review Date: May 23, 2016
Initiating Authority: Vice President for Academic Affairs	TBR Policy/Guideline Reference: 2:08:10:00
Approved: <span style="float: right;">President: Signature on File</span>	

Austin Peay State University follows the policies and procedures documented in Tennessee Board of Regents Policy 2:08:10:00. The policy can be accessed at the following web site:

<http://www.tbr.edu/policies/default.aspx?id=5700>

In addition, Austin Peay State University follows the following provisions for off-campus international educational programs:

Study abroad is an important part of the broad, liberal arts curriculum offered by APSU. The following standards relate to course proposals where a major portion of the educational experiences will occur off-campus and out of the United States:

**I. Academic Programs**

- A. Classroom instruction including special lectures and non-traditional formats (films, videos, etc.) should be equivalent to what is expected on campus and in compliance with SACS accreditation standards. Credit is offered for courses with a full measure of demand and academic rigor, not merely for travel or living at an exotic location. Course syllabi including catalog descriptions must be prepared and processed for approval by the usual procedures. Non-institutional faculty must meet SACS standards.

Student credit hours for Study Abroad may, in some cases, be established by the number of credit hours granted for the program by the cooperating institution, providing that:

- 1. those credit hours are in accordance with Austin Peay State University guidelines for the number of hours of classroom activity per credit hour, and

2. the cooperating institution is appropriately recognized by Austin Peay State University for the purpose of accepting transfer credits.
- B. To receive APSU credit for coursework completed through an APSU sponsored international program at a host institution abroad or through an APSU consortium program students must be admitted to the university, be admitted to the APSU international program, receive approval of coursework from the academic department awarding the coursework credit, and enroll in the APSU course while participating in the program.
  - C. Grades for coursework completed in APSU international programs must be posted by the deadline specified for on-campus courses. APSU recognizes that grades awarded at partner institutions abroad often are not received until after grades have been posted for on-campus courses. In this case, students will receive a temporary grade of incomplete until the grade is submitted by the partner institution.

## II. Defining Roles

- A. With one exception, all people who are in study abroad programs must be of the age of majority. Students who are minors will be considered for a study abroad program if they meet the following conditions
  1. have parental permission;
  2. have permission through the Office of Academic Affairs; and
  3. are properly enrolled for the study abroad course(s) through Austin Peay State University.
- B. Non-enrolled minor children and spouses of program faculty and participants are not permitted to participate in APSU sponsored activities in study-abroad and exchange programs including group transportation to the host country, group travel within the host country, and group excursion activities. APSU Policy 3:032 Minors on Campus policy is applicable to study abroad campus locations and classrooms.

## III. Safety and Welfare of Participants

- A. All international programs operated by APSU must inform students of the risks inherent with all international programs in the application materials, Web site information, pre-departure and on-site orientations.
- B. Cancellation of an academic program abroad may occur as a result of an outbreak of infectious disease, a natural disaster, or a political disturbance. Cancellation of a program may also occur due to other emergency and/or non-emergency situations. APSU reserves the right to cancel a program at any time if conditions warrant such a decision. If the US Department of

State calls home any US residents in that country, APSU would work with the local US Embassy to organize evacuation of its program students. In the event of a program cancellation, the university will notify students of a plan of action.

- C. All students, faculty, and staff participating in APSU sponsored international programs must be enrolled in a medical evacuation and repatriation insurance plan valid in the host country for the duration of the program and during transit to and from the host site. All students, faculty, and staff participating in APSU sponsored international programs must be enrolled in accident and health insurance plan valid in the host country for the duration of the trip and during transit to and from the host site. The cost of the medical evacuation and repatriation insurance plan and the accident and medical insurance will be added to the program cost and paid from the program account. Supplemental insurance is the responsibility of the student or faculty participating in the program.

#### IV. Student Conduct

- A. All APSU policies regarding students remain in full effect during all APSU sponsored international education programs including, but not limited to APSU Policy 3:013. Student behavior that violates the student code of conduct may result in any reasonable sanction up to and including removal from the program.
- B. Student removal from an international education program will follow procedures outlined by the Office of Student Affairs and in consultation with the Dean of Students. Students removed from an international education program are responsible for any expenses incurred as a result of the removal.

#### V. Grade Appeals

Students wishing to appeal a grade issued in an international program by a non APSU faculty member must follow the host institution or consortium guidelines, exceptions to this rule will be handled on a case-by-case basis.

#### VI. Media Inquiries

APSU Faculty must direct all media inquiries relating to incidents involving abroad programs to the APSU Office of Public Relations. Administrators responding to an incident in an APSU sponsored international program must consult the chief student affairs officers and/or legal counsel regarding the release of student information on student records in accordance with the Federal Educational Rights and Privacy Act (FERPA).

## VII. Financial Management

- A. All APSU purchasing policies including, but not limited to APSU Policy 4:015 remain in full effect for international education programs.
- B. All APSU international education programs are required to submit as part of the annual reporting process all travel authorizations, travel claims, program invoices, program budgeted and actual expenses and study abroad account statements.