II. ENTITIES AFFECTED

All faculty, staff, and students of the University, as well as non-University individuals participating in University-sponsored or -approved group international education travel experiences.

This regulation applies to the following University-approved or -sponsored international travel experiences:
1. International travel by individual students for educational purposes (e.g., education abroad programs, research, internship, international clinical programs, etc.); and
2. International travel by students led by a University employee with a purpose that is relevant to the University's academic mission. These travel experiences shall be approved by the appropriate University official(s).

IV. DEFINITIONS

A. Education Abroad

Education abroad means international programs offered for academic credit exclusively outside the United States. This includes all full year, fall, spring, winter intersession or summer programs. All programs are administered by the Office of Education Abroad in collaboration with other University academic units and partner institutions located within the United States and abroad. Faculty-led and reciprocal exchange programs are included in this category.

B. Embedded Education Abroad

Embedded Education Abroad means international programs offered for academic credit that include a brief experience abroad as a component of a course for which most of the content is provided within the United States. This category generally includes short-term, usually faculty-led, group travel programs for which an international experience is supplemental or embedded within an academic course.

C. Independent International Study and Research

Independent International Study and Research generally includes all other credit-bearing international education travel, such as credit-bearing
independent study, research, internship, or practicum such as student
teaching. This category does not include independent, non-credit-
bearing international travel, as such travel is not considered
University-sponsored.
Graduate or professional students enrolled in independent research
study are encouraged to register with the Office of Education
Abroad for risk management purposes, but are only required to
register if their international experience is University-funded or -
required.

D. Non-credit International Programs

Non-credit International Programs means international group travel
experiences sponsored by a University college or unit, offered
outside the United States exclusively or in part, and for which
participants do not earn academic credit. This category includes non-
credit service-learning and NKU-sponsored co-curricular
international travel.

V. RESPONSIBILITIES

Faculty and Staff

1. Faculty and staff participating in international education travel experiences shall register with the Office of Education
Abroad for all categories of international travel defined by this regulation. Registration and review by the Office of
Education Abroad is required before any international education travel experience may be advertised or represented as
approved by or sponsored by the University.
2. Faculty employees are responsible for appropriate advising and evaluation of credit-transfer equivalency, for course
credits earned at international sites in accordance with University or college policies.
3. A faculty or staff employee who leads a group on an international education travel experience is responsible for the
activity and shall act within the course and scope of his or her employment.
4. A faculty or staff employee who leads an international education travel experience shall:
   a. Observe cultural and local norms of conduct;
   b. Prepare and distribute course-appropriate syllabi, or itinerary;
   c. Maintain confidentiality of student records;
   d. Apply appropriate financial controls and standards of academic assessment;
   e. Attend required training sessions sponsored by the International Education Center;
   f. Maintain appropriate communication with the Office of Education Abroad; and
   g. Adhere to emergency management and risk management protocols.
B. Students and Trainees

Students participating in international education travel experiences shall:

a. Register with the Office of Education Abroad for all categories of international education travel experiences defined in this regulation;

b. Attend any required orientations, and pay applicable tuition, administrative and program fees;

c. Comply with policies and procedures regarding academic advising and risk management;

d. Obtain, as appropriate, academic advising in order to ascertain whether credits earned abroad will be accepted as transfer credit by Northern Kentucky University; and

e. Abide by applicable University regulations and policies, including but not limited to:

i. Code of Student Rights and Responsibilities

ii. Student Code of Conduct

Credit Transfer and Grading

The University accepts collegiate-level degree credits earned abroad in accordance with the Kentucky Postsecondary Education Transfer Policy. Transfer work from institutions outside the United States is evaluated on an individual basis from official transcripts, processed through the Office of the Registrar. Then, the designated faculty member of the appropriate department or college determines how the transferred coursework applies toward degree requirements. Grade point averages (GPA’s) from other institutions do not transfer to the University.

IV. Insurance

Participants in any University-approved or -sponsored international education travel experience, whether credit-bearing or non-credit-bearing, are required to purchase Travel Medical Insurance through the Office of Education Abroad. The Office of Education Abroad may grant exceptions in cases when participants have existing coverage that meets the minimum standards of the University or are participating in external programs that offer uniform coverage that meets the minimum standards of the University. No exceptions are granted to participants of international group travel experiences.

Risk Management

The University does not sponsor or approve international travel for educational purposes in a country, or regions of a country, for which a U.S. Department of State Travel Warning is in effect. However, the University will consider exceptions on a case-by-case basis. Exceptions are based upon petitions submitted by each student, faculty, or staff employee proposing the travel, and are reviewed by the International Risk Assessment Committee. The Committee makes a recommendation to the President who alone is responsible for making a final decision.

International Risk Assessment Committee

The International Risk Assessment Committee is a standing advisory committee chaired by the Director of Education Abroad and comprised of the following University employees: a representative from Legal Affairs, a representative from University Risk Management, a representative from the Dean of Students Office, the Director of Communication, a representative of Health, Counseling and Student Wellness, a staff member of the Office of Education Abroad, and a Faculty member. The Committee is charged with reviewing petitions to pursue educational activity in a country where a U.S. Department of State Travel Warning is in effect and to serve in an advisory capacity to the director of NKU Education Abroad and the Executive Director of the International Education Center on protocols for education abroad programming, who will make a recommendation to the President for final determination.
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