

PENSACOLA STATE COLLEGE
POLICIES OF THE DISTRICT BOARD OF TRUSTEES

Policy Title:	International Study Abroad	<u>Number</u> 6Hx20-2.004
Legal Authority: Law Implemented:	s. 1004.65, Fla. Stat.	<u>Page</u> Page 1 of 2

Pensacola State College endeavors to provide out-of-country study opportunities for students in their academic degree programs through a variety of mechanisms. The respective department/program shall have primary responsibility for coordinating out-of-country study programs and serve as the central clearinghouse for information concerning these programs. Faculty, staff and students who participate in out-of-country study programs are responsible for academic compliance and are subject to all applicable laws and college policies.

I. Responsibilities

- A. Office of Curriculum Implementation. Develops general guidelines for Study Abroad Programs and monitors compliance with applicable federal and state laws, rules adopted by the Florida Department of Education, and College policies.
- B. Academic Department/Program. The Academic Department/Program (ADP) is responsible for coordinating all out-of-country study programs. The ADP shall consult with the appropriate College officials in establishing academic and other requirements for participation in out-of-country study programs (see Procedure 204).
- C. Faculty. The College’s study abroad activities are the joint responsibility of the academic departments and programs that sponsor or approve academic credit for them. All study abroad programs offered by the College must be coordinated through the Office of Curriculum Implementation. Faculty members should follow all procedures established by the Board of Trustees when participating in out-of-country study programs. All College policies related to the conduct of official College activities apply to study abroad programs in the same manner as if the course or activity was conducted on campus, including provisions of the College.
- D. Students. Students participating in International Study Abroad programs must register for the appropriate course in advance of departure. The unique costs of study abroad programs (e.g., transportation, housing, administrative costs, etc.) are the responsibility of participating students. All students participating in study abroad programs through, or affiliated with, the College must have international health and accident insurance that includes medical evacuation and repatriation benefits. All College policies related to the conduct of official College activities apply to study abroad programs in the same manner as if the course or activity was conducted on campus, including the Student Code of Conduct.

Violations of the Student Code of Conduct will be referred to the Vice President, Academic and Student Affairs for appropriate College action.

Each student participant is responsible for ensuring academic credit earned for an out-of-country program applies to his or her degree program.

The ADP will make every effort to incorporate learning-centered concepts in the development of student abroad programs.

II. Disability Accommodation

Students with disabilities are responsible for registering with the Student Resource Center for ADA Services and complying with College policies in advance of departure to a foreign country. Reasonable accommodations will be provided in accordance with federal and state law and college policy.

III. Health and Safety

- A. Safety and Security. The safety and security of College students and faculty participating in programs outside the United States is a primary consideration in the planning and conduct of study abroad programs. While the ADP is responsible for collecting general information on safety and security issues related to locations, travel, and logistics of study abroad programs, participants are equally responsible for taking appropriate safety and security measures. These measures include, but are not limited to, personally researching the international threat level and safety and security concerns in the host country; attending all study abroad orientation sessions; and taking appropriate personal safety precautions en route to and upon arrival in the host country.
- B. Travel and Laws. The College student travel procedures apply to all travel en route to and while in the host country. All participants in the study abroad program are responsible for following the student travel policy as well as all traffic safety and other laws of the host country. Faculty, staff, and students are personally responsible for sanctions imposed by the host country for violations of its laws and all legal costs incurred as a result of the violation(s).
- C. International Health and Accident Insurance. All participants in a College study abroad program must have approved international health and accident insurance that includes coverage for emergency evacuation and repatriation of remains.

History:	Adopted 2/21/06.
President's Signature:	Date: 02/21/2017
	