

# FLORIDA STATE UNIVERSITY POLICY FOR INTERNATIONAL EXPERIENCES

January 14, 2010

The Florida State University recognizes the importance of preparing students to be successful citizens in the global society of the 21<sup>st</sup> century, and supports international study and intercultural experiences as an integral part of the academic, social and cultural development process of a university education. The following policy has been developed to ensure the safety and security of all students participating in international experiences. In addition, the policy attempts to ensure that all international programs are academically and culturally enriching experiences. The policy is effective upon approval and supersedes the policy of November, 2006.

## PURPOSE

- Encourage the development of international experiences that provide academic and/or cultural value.
- Ensure uniform emergency and safety procedures for all Florida State University students going abroad as part of a Florida State University organized international experience.
- Ensure uniform immigration, emergency and safety procedures for all international students participating in short term Florida State University programs.
- Provide the ability to account for inbound and outbound students participating in an international experience abroad or on campus through the development and maintenance of the Global Pathways Student Database and the International Programs Database.

## OVERALL POLICY GUIDELINES

- International Programs will administer programs at the Florida State University International Study Centers and for-credit faculty-led student experiences at other international locations.
- When individualized courses, e.g., Directed Independent Studies, Special Topics courses, Dissertation Hours, Internships, include an international experience, students will register for the course and coordinate the activity through International Programs.
- Non-credit International student experiences initiated and/or sponsored by the Center for Leadership and Civic Education, the Career Center, Registered Student Organizations, and faculty are supported through the Division of Student Affairs.
- Students' participation in approved International Exchange Agreements will be administered by the Global Pathways and Exchange Coordinator.
- Students receiving awards that involve international experiences, e.g., Fulbright awards and awards from the Office of National Fellowships, The Office of Undergraduate Research and Creative Endeavors, the Office of Graduate Fellowships and Awards, the Graduate School, and the Center for the Advancement of Human Rights, will coordinate such activities through either the Dean of Undergraduate Studies or the Dean of The Graduate School.
- Organizers of international experiences for incoming or outgoing students will complete the necessary documentation required by the policy and obtain the necessary approvals intended to guarantee the appropriate procedures are in place to ensure the students' safety and security.
- Florida State University students wishing to transfer credit earned at an international university will follow the transfer credit procedures established by University policy.
- Students participating in the Florida State University international experiences will be registered in either the Global Pathways Student Database or the International Programs Database.
- **Florida State University does not sponsor or endorse programs in countries with U.S. Department of State Travel Warnings and Alerts, or in countries for which the State of Florida has prohibited travel for official state business. Guidelines and procedures for exemptions, allowed only in unusual circumstances, stress the safety and security of the Florida State University students, faculty, and staff. (See Appendix 1)**

## PROCEDURES FOR SPECIFIC FLORIDA STATE UNIVERSITY SPONSORED INTERNATIONAL EXPERIENCES

The major purpose of the following is to provide for uniform emergency and safety procedures for participating students. It outlines the documents required by the Florida State University for university sponsored international student experiences. Many of the Florida State University's programs address these procedures under their internal policies. Nevertheless, in some cases, organizers of international experiences for outbound and inbound students will need to complete specific documentation to guarantee the appropriate procedures are in place to ensure the students' safety and security. Templates for the group and individual Student International Experience Plans (SIEPs) are available at <http://global.fsu.edu/policy.htm>.

### OUTBOUND FLORIDA STATE UNIVERSITY STUDENTS

**Additional documentation beyond that required by the internal policies of a Florida State University program is not required for the following experiences; internal policies address emergency and safety procedures.**

- **Study abroad programs at Florida State University study centers and faculty-led experiences administered or coordinated through International Programs at other international locations.** These programs are addressed by internal procedures of International Programs and are found at <http://www.international.fsu.edu/>.
- **Faculty-Initiated For-Credit International Experiences.** Faculty planning an international student experience program for credit will do so under International Programs administration. The Director of International Programs will guarantee adherence to procedures designed to ensure the safety and security of the student. This includes such matters as ensuring that there is an appropriate pre-departure orientation, that safety and emergency procedures are in place, and that other important measures have been addressed.
- **International Directed Independent Study/Special Topics Course/Dissertation Hours/ Internship.** With departmental approval, a student may enroll for a DIS, special topics course, internship, or dissertation hours as part of an international experience. The student will enroll through International Programs to ensure adherence to the appropriate requirements for international study.
- **International Exchange Agreements.** Details for establishing international exchange agreements between the Florida State University and other institutions or programs are found at <http://global.fsu.edu/faculty/internationalAgreements.htm>. All exchange agreements and participating international student applications must be approved by the academic department chair and dean. The Global Pathways and Exchange Coordinator will ensure the agreements adhere to procedures intended to safeguard and protect participating faculty, staff, and students.
- **Beyond Borders Cultural Exchanges.** The compliance of the "Beyond Borders" programs with university policies is addressed by Student Affairs internal procedures; the plan associated with a "Beyond Borders" experience is prepared by the program coordinator and approved by the Director of the Center for Global Engagement and the Vice President for Student Affairs (or designee).

**A Student International Experience Plan (SIEP) will be prepared for the following NON-CREDIT programs and will include the program overview, pre-departure plan, and safety and emergency procedures. Proper approvals for a SIEP are to be obtained and the SIEP forwarded to the Center for Global Engagement to remain on file. A student roster for every international student experience should be forwarded to the Center for Global Engagement for entry into the Global Pathways Student Database. The Student International Experience Plan (SIEP) template is available at <http://global.fsu.edu/policy.htm>.**

- **International Awards** (e.g., internal awards from the Office of National Fellowships, the Office of Undergraduate Research and Creative Endeavors, the Office of Graduate Fellowships and Awards, the Graduate School, and the Center for the Advancement of Human Rights). The student will prepare a SIEP and it will be approved by the director of the entity that is the source of the Florida State University funding and acknowledged by the Dean of the Graduate School or Dean of Undergraduate Studies.
- **International Experiences through the Center for Leadership and Civic Education and the Career Center (or other similar experiences).** A SIEP will be prepared by the student or staff of the relevant center and approved by the appropriate director and acknowledged by the Vice President for Student Affairs (or designee).
- **Registered Student Organization (RSO), university sponsored, university funded or faculty-involved non-credit International Experience.** A SIEP will be prepared by the student and approved by the faculty/staff sponsor of the experience and acknowledged by the Vice President for Student Affairs (or designee).

### **INBOUND INTERNATIONAL STUDENTS FOR SHORT TERM PROGRAMS**

A short term program is defined as a study or experience that is one semester or less in length for international students who are not degree seeking. An “Intent to Develop a Short-Term Program for International Students” (Intent Document) will be prepared by personnel within the university unit arranging the activity and include the program purpose, department/college support for the program, and budget. Academic details will be included in the plan if they are required. The “Intent Document” template is available at <http://global.fsu.edu/policy.htm>.

- Protocols for international students studying at the Center for Intensive English Studies are addressed by internal procedures and are found at <http://cies.fsu.edu>.
- When the experience is arranged through academic departments the “Intent Document” will be prepared by the sponsoring faculty member and/or department chair. The “Intent Document” will be reviewed and approved by the academic department chair and dean, the Director of the Center for Global Engagement, and the Office of the Provost.
- When the experience is arranged through units in the Division of Student Affairs, the “Intent Document” will be prepared by the program coordinator and reviewed and approved by the Director of the Center for Global Engagement and the Vice President for Student Affairs (or designee).

## **Appendix 1: Travel to Locations in Which There Exists a on the U.S. Department of State Travel Warning or Alert List**

The purpose of this policy is to provide guidelines and procedures for travel by students, faculty, and staff to countries for which the U.S. Department of State has issued Travel Warnings or Travel Alerts. Travel Warnings are issued to describe long-term, protracted conditions that make a country dangerous or unstable. Travel Alerts are issued to disseminate information about short-term conditions, generally within a particular country, that pose imminent risks to the security of U.S. citizens. The safety and security of the Florida State University students, faculty, and staff are paramount to the construction and implementation of the policy. The policy applies to all university-sponsored travel.

For purposes of this policy, travel is considered university-sponsored if:

- (1) the trip is organized on behalf of a registered University organization, including but not limited to student organizations, religious groups, sport clubs, varsity athletic teams, civic engagement organizations, academic or administration departments, or
- (2) a University account contributes funds, or money is held and disbursed through a University account for the trip, or
- (3) the trip is facilitated by a University faculty or staff member, or
- (4) the international study or work will be considered for academic credit.

### **Programs**

In general, the Florida State University does not sponsor or endorse programs in countries with U.S. Department of State Travel Warnings or Alerts. A program organizer may request an exemption from this restriction by petitioning the International Travel Oversight Committee in the Office of the Provost. The petition must present a clear and convincing case that travel to the area will not compromise the safety and security of university personnel and students participating in the program.

### **Undergraduate Students**

The University will neither endorse nor sponsor undergraduate students traveling to locations on the U.S. Department of State Travel Warnings List or Alerts List current as of the day of departure. An individual student may request an exemption from the International Travel Oversight Committee. The exemption request must include the following items: (1) Explanation of the need to travel to the desired country; (2) Explanation of the proposed activity to be conducted in the desired country; (3) Explanation of factors which mitigate the risks involved in the travel; and (4) Parental (or guardian) consent in writing for student under 18 years of age.

If an exemption is granted, the student and his or her parents or guardian must sign the High Risk Release Form assuming full responsibility for the decision to travel and waiving the Florida

State University and all of its related entities of any liability. Likewise, if a program exemption is approved (see above) which involves undergraduate students; the students in the program and their parents or guardians must also sign the High Risk Release Form. No undergraduate student can be required to travel to a location on the Travel Warnings List or Alerts List.

Undergraduate students traveling to locations on the Travel Warnings List or Alerts List without an approved exemption and without having the appropriate signatures on the High Risk Release Form before the travel commences will not receive financial support or academic credit from the Florida State University.

### **Graduate and Professional Students**

The University will neither endorse nor sponsor graduate or professional students traveling to locations on the U.S. Department of State Travel Warnings List or Alerts List. An individual student may request an exemption from the International Travel Oversight Committee. The exemption request must include the following items: (1) Explanation of the need to travel to the desired country; (2) Explanation of the proposed activity to be conducted in the desired country; and (3) Explanation of the factors which mitigate the risks involved in the travel.

If an exemption is granted, the student must sign the High Risk Waiver form assuming full responsibility for the decision to travel and waiving The Florida State University and all of its related entities of any liability. Likewise, if a program exemption is approved (see above) which involves graduate students; the students in the program must also sign the High Risk Release Form. No graduate student can be required to travel to a location on the Travel Warnings List or Alerts List.

Graduate students traveling to locations on the Travel Warnings List without an approved exemption and without having the appropriate signatures on the High Risk Release Form before the travel commences will not receive financial support or academic credit from the Florida State University.

### **Faculty and Staff**

There are no restrictions on faculty and staff travel to any country or location, but faculty and staff are expected to consult the U.S. Department of State Travel Warnings List or Alerts List to assess the risk in traveling to specific locations. No faculty or staff can be required to travel to a location on the Travel Warnings List or Alerts List.