



# MISSISSIPPI STATE UNIVERSITY™

## Mississippi State University

### ACADEMIC OPERATING POLICY AND PROCEDURE

MEMORANDUM TO: All Holders of Mississippi State University Academic Operating Policy and Procedure Manual

DATE:

SUBJECT: AOP 11.06 – Study Abroad

#### PURPOSE

The purpose of this Academic Operating Policy and Procedure (AOP) is to ensure an understanding about the standardized procedures concerning the study abroad program at Mississippi State University (MSU). Study Abroad encompasses academic experiences outside of the United States.

#### REVIEW

This AOP will be reviewed every four years or whenever circumstances require an earlier review by the Associate Provost for Academic Affairs (APAA) and the Manager of International Education with recommendations for revision presented to the Provost and Executive Vice President.

#### POLICY/PROCEDURE

MSU study abroad allows MSU students the opportunity of studying in another country while maintaining their status as an MSU student and receiving credit for their studies when applicable.

1. The Office of Study Abroad (OSA) as a part of International Education is responsible for maintaining the risk management standards of students and faculty participating in study abroad experiences. The OSA is also responsible for assisting faculty in developing study abroad programs and helping students find appropriate programs to meet their academic needs.
2. Study abroad is limited to programs in another country and includes the following:
  - Faculty-led and faculty-designed group programs for academic credit
  - Faculty-led and faculty-designed study tours for non-credit
  - Any other instance where students go abroad for academic purposes, for example:
    - Internships (credit and non-credit)
    - Research (credit only)
    - Exchange programs (credit only)
    - Provider programs (credit and non-credit)
    - Direct enrollment at institutions abroad (credit only)
3. Study abroad does not include students going individually or with a group to an international conference unless credit is attached.
4. All study abroad faculty-led and faculty-designed programs must be submitted to the OSA in accordance with timelines set by the OSA in order to ensure that risk management and professional standards are maintained. All student application materials, including risk

management forms and health insurance forms, must be approved or created by the OSA and run through the OSA; otherwise the program will not be considered a sanctioned MSU study abroad program.

5. All students going on a faculty-led or faculty-designed study abroad program for credit must apply through the OSA to ensure that safety precautions are followed and that credit is transferrable. Students will not be registered for the MSU study abroad course unless they have filed the appropriate application and risk management paperwork in the OSA, attended the pre-departure orientation on risk management, and shown evidence of the appropriate health insurance.
6. All student exchange programs must be on file in the OSA. Students going on exchange programs must register through the OSA in order to ensure that risk management procedures are followed. Students will not be registered as MSU students during their time abroad unless they have filed the appropriate application and risk management paperwork in the OSA, attended the pre-departure orientation on risk management, and shown evidence of the appropriate health insurance. It is the responsibility of faculty managing exchange programs to make sure that students are aware of this requirement.
7. All students going on non-MSU study abroad programs must register through the OSA in order to ensure that risk management procedures are followed. Students will not be registered as MSU students during their time abroad unless they have filed the appropriate application and risk management paperwork in the OSA, attended the pre-departure orientation on risk management, and shown evidence of the appropriate health insurance.

**RESPONSIBILITIES**

<u>Position</u> <a href="#"><u>Associate Provost for Academic Affairs</u></a>	<u>Section</u> Review	<u>Year</u>
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**APPROVED:**

<u>/s/ Peter L. Ryan</u> Associate Provost for Academic Affairs	<u>08/28/2012</u> Date
<u>/s/ Jerome A. Gilbert</u> Provost and Executive Vice President	<u>08/28/2012</u> Date
<u>/s/ Meghan Millea</u> President, Robert Holland Faculty Senate	<u>09/19/2012</u> Date

**REVIEWED BY:**

<u>/s/ Lesia Bryant</u> Office of Internal Audit	<u>10/05/2012</u> Date
<u>/s/ Joan L. Lucas</u> General Counsel	<u>11/01/2012</u> Date

**APPROVED:**

<u>/s/ Mark Keenum</u> President	<u>11/06/2012</u> Date
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