Addition Deletion X New Item Revision	Originating Offices: - Rtqxquvu'Qhhkeg - Office of International Education	Rtgukfgpvu'Crrtqxcn

Purpose

This policy is to formalize the procedures utilized by IUP personnel (IUP students, alumni, and all IUP employees including recognized volunteers) when creating and/or participating in an official Education Abroad activity. This policy will allow IUP to govern and review its Education Abroad programs and practices to ensure their effectiveness and appropriateness.

Scope

This policy will assist IUP personnel with the process of developing and proposing Education Abroad experiences and planning international educational activities. As with any travel, a degree of risk is inevitable. This policy will implement safeguards to further mitigate the risk for participants, the university, IUP personnel and host programs.

However, the following do <u>not</u> fall under the scope of this policy:

1. IUP Personnel traveling as part of an official IUP Education development and

, in most cases, towards an academic degree.

Current IUP Education Abroad Options

Faculty-Led
- o   An international program directed by an IUP faculty or staff member who leads students abroad. Typically, 2-8 weeks in duration.
- o   May include many different types of programs, including, but not limited to Traditional Semesters, Travel Seminars and Field Studies.

Traditional Semester, Year-Long and Summer Programs
- o   Crimson Exchanges ó Bilateral exchanges with IUP International Partners
- o   Study at IUP-approved Third-Party Providers
- o   Independent Study Abroad (direct enrollment at an international university or via an alternative U.S. institution or third-party provider)

Travel Seminar
- o   A program in which students travel to many different cities/countries and receive instruction in each location, often regarding a unifying topic. Examples include shipboard education programs or European cultural studies tours.

The OIE and/or IUP Office of the Provost have final decision regarding application status and requirements.

For IUP students who violate the policy, the following may be withheld or adversely affected:
  Transfer of credits
  Award of financial aid
  OIE fees associated with international travel retroactively added to account

Disciplinary and legal action may be taken, as appropriate.

IUP Employees:
IUP employees will contact the OIE to prepare international experiences falling under the auspices of IUP and involving IUP students, alumni, faculty, managers, staff, or university recognized volunteers. OIE staff will assist upon the type of program being proposed.

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Office of International Education:

The OIE will facilitate all Education Abroad opportunities for IUP personnel and students and provide guidance, support and troubleshooting during all phases of such programs which include but are not limited to:

Development	Brainstorm program details (locale, duration and course(s)), outreach to IUP partners and affiliates, develop a program fee and budget, establish deadlines, scholarship opportunities, etc.
Application Process	Develop a marketing plan and program details, customize electronic application, interview students, confirm completion of application and compliance with required documentation, registration, billing, submit materials to IUP overseas partners and affiliates, etc.
Pre-Departure	Orientation program including preparation for overseas experience: academic expectations, safety, security, risk mitigation, visa applications, student conduct, etc.
In-Country	Point of contact for any emergencies (health, natural disasters, financial, student conduct, political turmoil)
Re-Entry	Point of contact for receipt of original transcripts, hold event for returned students, assist students with re-entry culture shock issues, resources for future/post-graduation Education Abroad opportunities, graduation cords and certificates, etc.

Procedure:

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