



# KENTUCKY STATE UNIVERSITY POLICIES AND PROCEDURES

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**POLICY TITLE:**

**Domestic and International Exchange Policy**

**VOLUME, SECTION & NUMBER:**

**1.1.14**

**ENTITIES AFFECTED:**

**Faculty**

**Staff**

**Students**

**ADMINISTRATIVE AUTHORITY:**

**Office of Global Strategies and International Affairs**

**Department of Academic Affairs & Student Affairs**

**Office of Human Resources**

**APPROVED BY:**

**The Kentucky State University Board of Regents**

**EFFECTIVE DATE:**

**November 28, 2023**

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**POLICY STATEMENT:**

The Domestic and International Exchange Policy ensures engagement opportunities for Kentucky State University ("KSU" or "University") faculty, students, and staff at approved educational institutions for periods ranging from one to three academic semesters. Participants are involved in teaching, research, or specific civic engagement projects aligning with Kentucky State University's mission.

**DEFINITIONS:****Study Abroad Programs**

International teaching, learning, research, and service opportunities that may be offered and completed in the fall, winter, spring, or summer terms. The teaching and learning opportunities will be offered for academic credit. Faculty-led and reciprocal exchange programs are included in this definition.

### **Study Away Programs**

Domestic programs offered for academic credit at North American colleges and universities. This category would include short-term, typically faculty-led programs for which a domestic away experience is embedded with an academic course or academic program of study. Credit for study away may also be earned for cooperative education through what are typically known as spring break service trips upon approval by the appropriate academic unit and establishment of the appropriate means for assigning academic credit.

## **PARTICIPATION GUIDELINES AND EXPECTATIONS:**

### **Faculty and Staff**

An Academic Exchange Committee must be formed to conduct pre-evaluation and post-evaluation reports.

Faculty and staff participating in international or domestic educational travel experiences or exchanges shall develop a plan of study prior to participation in the external opportunity. The external opportunity must first be approved by the Academic Exchange Committee, then by the appropriate Chair and Dean, and finally by the Provost. Approval must be obtained least one (1) semester prior to the scheduled activity. Faculty and staff should consult with the Office of International Affairs on initiating a faculty-led study abroad program. Courses designed for study abroad programs must first be approved by the curriculum committee and then by Academic Affairs.

Faculty employees are responsible for the appropriate advising and evaluation of credit-transfer equivalency for course credits earned at international sites. Such advising and evaluation must be done in accordance with University policies. For grades/transcripts that use another country's grading scaling, equivalency scales <https://www.scholaro.com/gpa-calculator/> may be used to translate the grades to U.S. grades, but only if the international site/institution has an MOU and course articulation agreement with KSU. Otherwise, transcripts from the international institution must be officially evaluated by an authorized service agency such as WES.

A faculty or staff employee who leads a group on an international educational travel experience, domestic travel experience, or an exchange is responsible for the activity and shall act within the course and scope of his or her employment.

A faculty or staff employee who leads such a program shall:

- Observe cultural and local norms of conduct;
- Prepare and distribute course-appropriate syllabi or itinerary;
- Maintain the confidentiality of student records;
- Apply appropriate financial controls and standards of academic assessment;
- Attend required training sessions sponsored by the Office of International Affairs and the appropriate departments, colleges, or Academic Affairs units. Such sessions will provide important training on health and safety, cultural shock and adjustment, and risk management, among other topics.
- Maintain appropriate communication with the appropriate departments, colleges, and Academic Affairs units; and
- Adhere to emergency management and risk management protocols.

### **Students**

Students participating in international educational travel experiences, domestic study aways, or international study abroad/domestic exchange programs shall:

- Register for courses following approvals from departments and chairs for all categories of experiences defined in this regulation;
- Attend any required orientations and pay any applicable tuition, administrative, and program fees;
- Comply with policies and procedures regarding academic advising and risk management;
- Obtain, as appropriate, academic advising in order to ascertain whether credits earned abroad will be accepted as transfer credits by Kentucky State University; and
- Abide by applicable University regulations and policies, including but not limited to information on conduct as specified in the KSU Student Handbook and the University policies on credit transfer, academic standing, and course completion.

The University accepts collegiate-level degree credits earned abroad, through a domestic study away that is credit-bearing, and through international/domestic exchanges 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, which are processed through the Registrar's Office. Then, the designated faculty member of the appropriate department or college determines how the transferred coursework applies toward degree requirements. Grade point averages (GPAs) from other institutions do not transfer to the University.

### **Insurance**

Any participant in any University-approved or -sponsored international education travel experience, whether credit-bearing or non-credit-bearing, is required to purchase International Travel Medical Insurance. Participants need to check with their current insurance providers and make sure they have this international coverage. Otherwise, they must purchase such coverage either from the current provider or other insurance providers. The Office of Student Affairs may grant exceptions in cases when student 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.

### **Billing and Payment**

The MOUs or contracts with the international/domestic study programs will specify the terms and arrangement for payment of tuition, fees, travel, housing, and ancillary expenses. Students are encouraged to meet with their faculty advisors and the Office of Financial Aid at least six months prior to participation in a domestic or international learning experience to determine aid eligibility.

All students participating in an international or domestic exchange experience, study abroad program, or study away program remain representatives of Kentucky State University and are expected to conform to all norms of conduct and expectations as outlined in the KSU Student Handbook (K-Book).

### **Faculty and Staff Exchanges and Research Appointments**

Faculty and Staff members wishing to participate in domestic/international teaching, learning, and research experiences will work collaboratively with the exchange partner and the Office of Human Resources at Kentucky State University to determine a temporary appointment of no more than one academic year at a host campus for domestic or international teaching or research/service projects. Matters concerning payroll, benefits, and retirement plan contributions will be specified in the temporary appointment letter as determined by Kentucky State University, in conjunction with the external partner, on a case-by-case basis. These faculty and staff members must consult with the Office of International Affairs prior to submission of their applications and their departures.

Faculty and staff members are expected to provide a written proposal for their intended domestic/international teaching, research, or service and obtain written approval from their respective chairs, deans, and the Provost to participate in the opportunity. Faculty members who have completed at least one academic year at KSU may participate in this opportunity at any point in their careers and do not need to apply for, or be eligible to be awarded, a formal sabbatical leave to lead or engage in a study abroad program, study away program, or domestic or international exchange opportunity.

An exchange teaching, research, or service opportunity will be counted as part of a faculty member's progress towards tenure and/or promotion and as part of his or her five-year review. Teaching evaluations, if available through the partner institution, will be administered with the option of inclusion in the Kentucky State University faculty member's portfolio.

All faculty and staff members participating in exchange and abroad/away programs remain employees and representatives of Kentucky State University and are expected to follow procedures, processes and conduct expectations as outlined in the current Faculty Handbook, Staff Handbook, and HR Policy Manual.

### **RELATED POLICIES:**

Study Abroad Policy

### **STATUTORY OR REGULATORY REFERENCES:**

The Kentucky Council on Postsecondary Education's Policies

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