
Revision Responsibility: Director of International Education
Responsible Executive Officer: Vice President for Academic Affairs

Source/Reference: [TBR Policy 2:08:10:00](#) [Columbia State Policy 02-19-00](#)
 [TBR Policy 2:08:20:00](#) [Columbia State Policy 02-03-00](#)
 [TBR Guideline P-80](#) [TnCis.org](#)

PURPOSE

To establish the policies and procedures for International Education Programs.

POLICY

- I. Columbia State supports off-campus international education courses as a valid and valuable component of collegiate education. The courses offered or sponsored by Columbia State must:
 - A. Align with the mission of the Institution.
 - B. Include the same student learning outcomes as the course offered on campus.
 - C. Be periodically evaluated and assessed according to the normal review procedures for academic programs/courses; and
 - D. Comply with all applicable federal and state laws and regulations, as well as with regional accreditation and Tennessee Board of Regents (TBR) standards.
 - E. Carry established course equivalencies and contact hours so students will know the courses' place in the curriculum.

- II. Purpose

The purpose of the Office of International Education shall be:

- A. To encourage, promote, and support study abroad by Columbia State students and faculty.
- B. To coordinate and disseminate information regarding study abroad, international courses, and cultural awareness programs/activities locally.
- C. To promote and support economic development through service learning activities abroad.
- D. To do any and all things necessary and proper to improve international education and cultural awareness.

- E. To plan, organize, and execute seminars/meetings which will provide a broad forum for the rigorous academic and practical discussion of all issues regarding international education.
- F. To administer funds in such a manner as will, in the discretion of the International Education Committee and Vice President for Academic Affairs, most effectively operate to further educational purposes.

III. Role of the International Education Committee

The International Education Committee is in charge of providing students with opportunities to facilitate understanding of the global community through speakers, special events, and the internationalization of the curriculum. Committee responsibilities include:

- A. Strengthening the international dimension of the curriculum.
- B. Accepting proposals for study abroad programs.
- C. Assuring that all policies and procedures for international education are reviewed and updated periodically.
- D. Administering Student Ambassador Programs for study abroad programs.
- E. Enriching the international dimension of extracurricular life.
- F. Involving the communities in international efforts.
- G. Increasing the number of interactions with peoples of other cultures.
- H. Providing international experiences for faculty and students.
- I. Establishing linkages with state, regional, national, and international organizations that support international education.
- J. Submitting reports to TBR, the Humanities and Social Sciences Division, the College, or other entities as requested. For non-TnCIS programs, the committee will evaluate the continued academic value, student satisfaction, and financial viability. The Committee will submit the results to the Dean (or designee) so that they can be included in the Humanities and Social Sciences Division program review.

IV. Types of Programs

- A. Columbia State participates in the Tennessee Consortium for International Studies (TnCIS). Courses offered via TnCIS and Columbia State faculty teaching these

courses will adhere to all policies and procedures of the TnCIS consortium available online at www.tncis.org.

- B. Acceptance of international transfer credit is outlined in [Columbia State Policy No. 02:19:00](#).
- C. International education credit earned at TBR or non-TBR institutions will be evaluated according to [Columbia State Policy No. 02:19:00](#).
- D. Columbia State recognizes that opportunities for study abroad may be identified by its faculty that will be applicable to Columbia State programs of study but may not be applicable to the TnCIS consortium. Columbia State faculty may propose and teach approved international education classes using the procedures described below.
- E. International education programs may be considered for establishment in any geographic locations in the world, except in such cases that the U.S. Government has included the country on its Travel Advisory List, or if, in the judgment of the Vice President for Academic Affairs and the Columbia State administration, conditions exist in a country making the establishment or continuation of a program unacceptable. A country's professed political, religious, racial, ethnic, or ideological characteristics will not exclude it from being a host country.

PROCEDURES

- I. Program Proposals
 - A. New programs may be proposed by individual faculty members by using [FORM A Proposing a New International Education Program](#).
 - B. All courses are offered for credit only.
 - C. All courses are open to all currently enrolled or accepted students, who are 18 or over, and meet the Grade Point Average requirements.
 - D. Faculty proposing a new program must have the signed authorization and support of their supervisor, the International Education Director, the Associate Vice President of Business Services, the Vice President for Academic Affairs, and the President.
 - E. Completed, signed proposals must be received in the Office of International Education by the first week in February for programs to begin in the summer of the following year. This deadline may be extended by approval of the Director of International Education.
 - F. All proposals must include the following sections:

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1. General program description including location and timeframes of proposed travel.
 2. Justification for the need of this program.
 3. A description of the academic program (including classroom contact hours and excursions to be counted as class field experiences).
 4. Syllabi for each course.
 5. A description of the program structure including calendar, housing, food, transportation, possible excursions, and local contacts abroad, a complete budget, special restrictions or program requirements, the proposer's recruiting strategies, a description of the proposer's qualifications for directing this program, and the proposer's curriculum vita.
- G. New program proposals will be considered by the International Education Committee after which a recommendation will be submitted to the Vice President for Academic Affairs. If approved, the course materials, including the faculty vita and course syllabi, will be forwarded to the office of the TBR Vice Chancellor for Academic Affairs. Notification of approval will be sent to proposer by June 1. Course development must be completed and submitted for approval by the International Education Committee and Curriculum Committee, if applicable, by September 15. The International Education Committee must approve the Leader Handbook. If the proposed requires a curriculum change review, refer to [Columbia State Policy No. 02:03:00](#) for those procedures and forms.
- II. International Education Leaders and Faculty
- A. After a new program is approved at all levels, the proposer will become the International Education Program Leader and will be responsible for all of the following aspects of developing the program:
 1. Arranging all facilities and details at the program site.
 2. Assisting with the production of program promotion materials.
 3. Adhering to the program budget.
 4. Overseeing all aspects of the operation abroad. The ***Responsibilities of the International Education Program Leader*** are defined on [Form B](#).
 5. ***Creating an International Education Program Leader's Handbook*** for the proposed program; required components of this handbook are on [Form C](#).
 - B. The International Education Program Leader must be a full-time Columbia State employee with at least one (1) year of experience at Columbia State. Additional leaders/assistants in the program must be full-time employees or part-time (adjunct)

faculty, and must preferably have at least one (1) year of experience at Columbia State prior to working with a study abroad program.

III. Orientation and Training

Prior to departure of programs, all International Education Program Leaders and faculty must participate in training and orientation. A post-program meeting will be required to discuss possible changes in the program in the future. Both of these sessions will be planned and conducted by the Director of International Education.

IV. Compensation for International Education Program Leaders and Faculty

The College will cover the travel expenses for the International Education Program Leader and employee assistants as approved on the Request Approval for Travel form. For teaching time, the full-time leaders and full-time employees will be reassigned or paid according to the college's compensation policy. Part-time faculty will be paid at the part-time faculty pay rate. Any costs incurred by the International Education Program Leader for creation of the program must be fully described in the program proposal, and if approved would be paid at the end of the international education travel experience. Professional staff and support staff approved to participate will be reassigned for the period of travel at their normal rate of pay.

V. Program Participants

A. Application

1. Any student currently enrolled or accepted and in good standing at Columbia State, who is 18 or older, may apply to participate in an international education program.
2. Each applicant must submit the following documents:
 - a. Completed student participant application (See [Form D](#))
 - b. Copy of Columbia State ID
 - c. Copy of valid passport.
3. Non-student spouses and children are ineligible to participate.

B. The Director of International Education or designee will notify applicants of acceptance at least four (4) months prior to departure. The notification will indicate how the chosen course work integrates into the participant's major field and degree requirements. Any waivers/substitutions must be resolved with an advisor prior to departure.

C. Admission

1. The following criteria will be used when considering an application:
 - a. At least 12 credit hours of college-level work with a minimum GPA greater than 2.0 by the start of the program.
 - b. All course prerequisites met prior to start date of course.
 - c. A letter of recommendation from a faculty member.

D. Program Costs

1. Special travel fees for international education will be due three (3) months prior to travel. There will be no refund of special fees due to cancellations by the participant.
2. The Director of International Education will provide documentation of acceptance into the International Education Program to the Financial Aid Office. Attendance for financial aid purposes will be reported upon departure. Financial aid disbursements will be deposited to students' accounts in accordance with the semester's payment schedule.
3. All participants are required to purchase the International Student Identification Card (ISIC) which provides limited health insurance coverage when the student is abroad. This insurance also includes coverage for emergency medical evacuations and repatriation of remains. All expenses for medical treatment abroad are the responsibility of the participant.
4. Course tuition must be paid prior to last date to pay fees for the semester or one week prior to travel, whichever is first.

E. Orientation

1. Program participants must attend orientation. Students who do not attend the mandatory orientation will face a monetary penalty. The following forms must be submitted on the date of the orientation:
 - a. Designation of Medical Surrogacy ([Form E](#))
 - b. Medical History ([Form F](#))
 - c. Participant Code of Conduct Contract ([Form G](#))
 - d. Agreement to Provide Services/Student Agreement and Assumption of Risk ([Form H](#))
 - e. Health Insurance Statement ([Form I](#))
2. The orientation leaders will remind students of the following information:

- a. The College cannot guarantee or assure the safety of participants or eliminate all risks from the international education environments.
- b. The College cannot monitor or control all of the daily personal decisions, choices, and activities of individual participants.
- c. The College cannot assure that U.S. standards of due process apply in overseas legal proceedings or provide or pay for legal representation for participants.
- d. The College cannot assume responsibility for the actions or persons not employed or otherwise engaged by the Program sponsor for events that are not part of the Program or that are beyond the control of the sponsor, or for situations that may arise due to the failure of a participant to disclose pertinent information.
- e. The College cannot assure that home-country cultural values and norms will apply in the host country.
- f. The College cannot assure that the U.S. standards of hygiene, medical practice, food, and product safety will apply in the host country.

F. Grades

Participants should expect grades to be posted by the end of the semester in which the international education experience occurs.

G. Behavior, Disciplinary Actions and Appeals

1. Each participant must sign that they have read, understand, and agree with all points covered in the Participant Program Contract.
2. When an incident occurs in which a student has behaved in an unacceptable manner, a Report of Incident ([Form J](#)) will be completed by the International Education Program Leader and the participant. There is a section on the form for the participant to present his/her view of the incident. This is the first step in the participant's right of appeal.
3. If the participant is expelled from a Program and is sent home, he or she may appeal the matter upon return home through student appeals process defined in the current Student Handbook.
4. Grade appeals will follow the procedures as defined in the Student Handbook.
5. Participants who enroll in an academic course taught in an international setting by non-TBR faculty may exercise the appeal process as defined in the current Student Handbook.

H. Program Evaluation

1. All participants are requested to complete a program evaluation. ([Form K](#))
2. All evaluations are anonymous.
3. The Director of International Education will provide summary results of the program evaluations to the International Education Program Leader, faculty, members of the International Education Committee and the supervisors of leaders and faculty.
4. The Director of International Education will compile an annual report that includes, but is not limited to, evaluating individual courses and all international education programs to determine the continued academic value, student satisfaction, and financial viability of all non-TnCIS Programs.

VI. Crisis Management and Response

A. Preparation

1. During the orientation sessions, International Education Program Leaders and faculty will review how any crisis is to be handled. The training will include review of a crisis management chart, analysis of case studies of past incidents, and discussion of what procedures are to be followed. ([Form L](#))
2. All participants and employees will be registered with the U. S. Embassy in the country where the program is located. The Director of International Education will submit the embassy registrations.

B. Response

1. At the earliest possible time, International Education Program Leaders will inform appropriate Columbia State Emergency Contacts of all incidents and consult on all actions to be taken.
2. All communications with the public will be routed through the Communications Office.
3. The participants' Emergency Contact will be notified when immediate authorization is required for medical treatment and will be kept informed of crisis news by Columbia State as permitted by the privacy act.

C. Program Termination

1. Extraordinary circumstances may arise where faculty/staff and students may be in danger. In such case, the International Education Program Director, after consultation with the on-site program employees, the Director of International

Education, Vice President for Academic Affairs, and the Columbia State administration, will call for the termination of the program, and all participants will be required to return to the U.S. The College will develop an appropriate response plan and notify students and their indicated contact person in the U.S. of the plan and the projected time frame. Based on the specific advice from the U.S. State Department and the local U.S. Embassy or Consulate, the travel group will go to the U.S. or to another destination. Travel for emergency exodus will be the responsibility of each student.

2. Course credit will be dependent upon the time remaining in the program.
 - a. If the emergency occurs within the first half of the class, full tuition refunds will be disbursed to the students.
 - b. If more than 50% of the course has been completed, the International Education Program Leader will consider the viability of completing the course work through virtual study and/or by other means. If the course can be completed by other means, tuition will not be reimbursed.
 - c. Because arrangements will have been made far in advance of travel, reimbursements for those expenses are nonrefundable unless the vendors provide refunds to the College.

VII. Contracts and Financial Management

A. Contracting with Institutions Abroad

The College is responsible for determining if there are additional demands for International Education Programs in any specific location or for any specific field unmet by any TBR institution or affiliate program. Partner institutions may be proposed by anyone in the College, but the decision to pursue a formal agreement with any institution abroad must be supported by the Vice President for Academic Affairs and the President. The College must consider affordability, including start-up costs, convenience and stability of a site when developing an International Education Program.

The College must have an official written Memorandum of Understanding or agreement with the institution abroad prior to starting an International Education Program. Agreements must go through the College's contract approval process. In addition, agreements must also be reviewed by TBR legal counsel prior to the start of the program. The President is the only person authorized to sign agreements for the College.

The College will exercise reasonable care in contracting with any institution or entity associated with international education/travel programs to ensure compliance with TBR policies and promote the best interests of the students, the College, and TBR. All

contracts must conform to Tennessee State law, TBR policy, and Institutional policy, including legal review at both the College and TBR levels. Contracting issues shall be discussed at orientation sessions offered to faculty, staff and students.

B. Financial Management

International Education Programs are in an internally designated fund for International Education Programs. Fees and expenses are receipted into and paid from this fund. The fund is monitored by College personnel and is included in the College audit performed by the State Comptroller's Office.

Upon request through the Public Records Request process, the College shall provide disclosure of any benefits provided to any employee which are paid for, or subsidized by, participant fees or secured from any vendor that is providing services to students.

The College will maintain contingency funds deemed adequate to respond to emergencies and unforeseen problems of students, faculty, and staff engaged in TBR-sponsored or supported International Education Programs or courses. In the event that the College starts international programs specific to the College (not in the TBR consortium), the College will establish and include in the general student information published policies which allow students to register for classes, earn credit, obtain financial aid, pay tuition and international education fees, and to obtain refund and /or withdraw for all International Education Programs.

The College will follow established deadlines for the collection of tuition and fees from TBR students for international education and for the transfer less the administrative fee to the TBR related consortium.

The College will use existing accounting and reporting procedures for all international travel for Program Directors or group leaders.

February 19, 2012 (New policy); minor updates reviewed/accepted by Cabinet, approved and signed by the President, August 2022.