



NORTH CAROLINA AGRICULTURAL AND TECHNICAL STATE UNIVERSITY

SEC. II – PROGRAMS: INTERNATIONAL 1.0

INTERNATIONAL ACTIVITIES/PROGRAMS POLICY

Purpose:

To ensure that study abroad and other international activities/programs using the name of North Carolina A&T State University (NCA&T) and involving its students and/or faculty are properly identified and registered with the Office of International Programs.

Policy:

Any faculty member, administrator, staff or student who plans to conduct an activity/program involving students and/or faculty with travel outside the boundaries of the United States must contact, in writing, the Office of International Programs (OIP) and follow established protocols that may be found on the website <http://ncat.abroadoffice.net/forms.html> or may be obtained by contacting the OIP. OIP can provide expert advice on procedures that should be used to improve the success of the activity/program. Any such international travel program not registered with the OIP is not a sponsored NCA&T program, and consequently does not result in any academic credit at NCA&T and is not protected by any NCA&T-provided insurance.

In order to protect the University and all participants, OIP will ensure that the appropriate legal documents are properly completed and preserved. If academic credit is awarded, proper signatures will be required from the appropriate chair and dean. The data collected by OIP will be used:

- a. to contact travelers in case of an emergency or critical development;
- b. to prepare reports on the global activity of students, faculty, administrators, and staff;
- c. to publicize the global activities at NCA&T; and
- d. to confirm that participants in overseas programs are properly insured.

Approved by the Board of Trustees

Provost and Vice Chancellor for Academic Affairs

Date Original or Revision is Effective:

First approved: _____

Revised: _____