

# UMKC's Guidelines for Study Abroad and other Overseas Opportunities

UMKC's International Academic Programs (IAP) is committed to making available a variety of the highest-quality international programs to UMKC students and to ensure that each international experience is enriching and rewarding for the student. IAP will work with each student to identify the program that best meets his/her academic and personal needs. These guidelines apply to formal agreements and arrangements in which UMKC participates; individual faculty and staff are free to develop any partnerships with counterparts abroad regarding collaborative research, joint publications, etc. These guidelines are intended to conform with policies from the UM System, including the "Assumption of Risk and Release" form and "Guidelines for University of Missouri Sponsored Study Abroad Programs".

## 1. Eligibility

- a. The opportunity to apply for a study abroad program is available to all UMKC students. Students are reminded, however, that participation is not guaranteed to all students, since there are a number of minimum requirements in place for each program. International Academic Programs reserves the right to refuse a student admission into a study abroad program, in consultation with the faculty program leader.
- b. Every student must be in good academic standing, as defined by his/her academic unit, and have a minimum GPA of 2.75. Exceptions can be discussed with the appropriate dean.
- c. Some programs, including Seville, Granada, Klagenfurt, Lyon, and Xalapa, may require a minimum degree of language proficiency.
- d. The Transatlantic Business School Alliance (TABSA) coordinator in the Bloch School of Business and Public Administration must interview students interested in programs that are part of this consortium.
- e. Students interested in the Law School programs offered in China and Ireland must meet the eligibility requirements stipulated by those programs.
- f. Without the permission of a program coordinator and IAP, all UMKC semester and academic year programs are open only to full-time, degree-seeking UMKC students.
- g. Without the permission of a program coordinator and IAP, one or more full time semesters at UMKC must immediately precede the intended study abroad program.
- h. Students generally may not study abroad through UMKC programs after they have graduated from UMKC.
- i. IAP in consult with appropriate UMKC offices, may decide not to support a student's participation in third-party programs if there are questions or concerns about a program's academic quality.

## 2. Credit

- a. Students must consult with the academic advising office of their academic unit to determine if credit will be given for any courses taken in connection with a study abroad program. Prior to departing on their study abroad program, students must return the signed Study Abroad

Approval form stating that consultation with their academic advisor has taken place. Students considering a study abroad program should consider major and general education requirements to ensure that participation will not jeopardize normal progress towards graduation.

- b. Without the prior written approval of the student's academic unit, students will not be given credit for any courses taken through a program not sponsored by UMKC or the UM System. Without this approval, IAP will not enroll the student as a study abroad student, and which could result in the loss of continuous enrollment status at UMKC.
- c. Students are responsible for obtaining an original transcript from the partner institution and sharing it with IAP in order for credit transfer to take place. IAP, working with the International Student Affairs Office (ISAO) and the program's faculty leader, will assist in evaluating a student's transcript from a partner school to determine the student's comparable grades, credits, etc from the study abroad experience.

### **3. Application**

- a. Each student must fill out both IAP's general study abroad application and any program-specific application.
- b. IAP will arrange to obtain a copy of the student's academic transcript.
- c. Each student must submit with his/her application one letter of reference, preferably from a faculty member who is familiar with his/her academic performance and who can comment on the student's suitability for a study abroad experience.
- d. For semester and academic year programs, each student must submit a brief statement of purpose in which he/she indicates how the intended study abroad program fits into his/her academic program and why he/she is interested in a particular program. For summer programs, the faculty leader may adjust these requirements.
- e. Students participating in a non-UMKC program MUST submit all documents required for a UMKC-sponsored study abroad program.
- f. Decisions regarding who will go on which program will be based on any program-specific criteria as well as the ability to benefit from a particular program.
- g. Application deadlines for each program will be set prior to the start of each academic year. Applications received after the priority deadline will be considered on a case-by-case basis.

### **4. Development of New Programs**

- a. It is recognized that interested faculty and staff are key to successful exchange programs; often, faculty and staff have developed useful contacts with counterparts at potential exchange institutions and are the best sources of information about these institutions. At the same time, there is a need for a coordination of efforts when developing and signing new exchange agreements. Per the UM System's "Guidelines for University of Missouri Sponsored Study Abroad Programs", IAP is responsible for vetting and obtaining all relevant approvals for new international partnerships and programs.

- b. Faculty members interested in developing an academic relationship with a particular university abroad must have the permission of their dean or director to do so and coordinate their efforts with IAP.
- c. Because of liability concerns and to ensure a degree of uniformity, any formal agreement with a school or university abroad must be reviewed by UM System counsel and signed by the Director of IAP and the appropriate dean or vice chancellor.

## 5. Other Requirements

- a. UMKC students participating in a study abroad program are subject to: the UM System's Code of Conduct (found in the UMKC general catalog or online <http://www.umkc.edu/umkc/catalog/html/append/policy/0020.html>); the code of conduct of the host institution or program; and the laws of the host country or countries. For specific information about a host country, including an overview of its legal system, visit the U.S. Department of State's Web site: <http://www.state.gov>
- b. UMKC will not support participation in a program to a country for which the U.S. Department of State has issued a Travel Warning or Advisory cautioning against travel to that country. For a current listing of Travel Warnings, Advisories, and Public Announcements, refer to the Department of State Web Site listed above.
- c. It is the student's responsibility, per the Assumption of Risk and Release form, to stay informed of conditions in the country or countries to which he/she wishes to travel.
- d. All students, regardless of the program in which they are participating, MUST participate in one of the pre-departure orientations sponsored by IAP.
- e. Each student is responsible for securing the financial resources necessary for a particular study abroad experience. Although many forms of financial assistance are available, the student must begin as early as possible to identify and apply for scholarships and other forms of assistance. If required, the Financial Aid Office staff will assist with completing a Study Abroad Approval form.
- f. Minor children are generally not permitted to travel with a UMKC student on his/her study abroad program. Travel by (faculty/student) spouses, partners, or children will be at the discretion of the International Advisory Board. A compelling reason for the participation of that person must be presented in writing at least 60 days prior to departure.
- g. Per the UM System's "Guidelines for Study Abroad Programs", beginning fall semester 2004, all participants in UMKC programs are required to enroll in the student HTH Worldwide health insurance plan for the period of time they are abroad.

UMKC is an AA/EEO institution.