

UMKC Policy for Study Abroad and International Opportunities

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

"Study Abroad" for the purposes of this document is defined as any of a number of arrangements by which participants in UMKC-sponsored or affiliated programs complete part of their educational activities outside the United States. Such activities include -- but are not limited to -- traditional Study Abroad programs, classroom study, research, intern- or externships, continuing education, continuing professional education, volunteer experiences, and service learning, and can be for credit or not-for-credit. All such Study Abroad, i.e., international educational activities, must be coordinated with the International Academic Programs Office by the relevant academic unit at UMKC.

This policy recognizes that study abroad participants come from a variety of backgrounds and affiliations with UMKC; hence this document includes sections categorized by participant type. The final section deals with non-UMKC affiliated study abroad participation by UMKC degree-seeking students.

1. ALL PARTICIPANTS

- a. **Documents:** All participants in UMKC study abroad programming must complete the required forms and documents listed on the [IAP Applications and Forms web page](#) by the relevant due dates.

All UMKC study abroad forms are due to IAP *at least* 8 weeks prior to program departure:

Summer:	March 15
Fall:	March 15
Spring:	October 15

If all required program documents are not received by the deadline, the trip is subject to cancellation by the Director of IAP.

- b. **Permitted Travel:** According to the U.S. Department of State: "Travel Warnings are issued when the State Department recommends that Americans avoid a certain country." The University of Missouri System and UMKC as part of the UM-System do not support any programs to countries for which the [U.S. Department of State has issued Travel Warnings](#). This policy supports the effort to ensure the health, safety, and security of its students, participants and its constituents as they participate in Study Abroad programming. Study Abroad programs are automatically suspended and participants are prohibited from traveling to those countries with U.S. Department of State travel warnings. No individual or faculty member may [apply for a waiver of this policy](#) for reasons other than natural disasters.

It is the participant's responsibility, per the Assumption of Risk and Release form, to stay informed of conditions in the country or countries to which he/she travels.

- c. If a student, participant or constituent chooses to travel to one of these countries against the policies of the University, he/she will not be registered as a UMKC student and will not have access to university support, resources, or facilities during that time. In this case, students returning to UMKC from a Travel Warning country will need to complete a UMKC [Request to Re-enroll](#). The approval of a student's "Request to Re-enroll" is determined by the Registrar's

Office. Upon return, students will also need to present transcripts to the UMKC Admissions Office and the Office of International Admissions (ISAO) if attempting to transfer credit. Prior credit approval will not be granted.

- d. Participants engaged in a study abroad/international education activities are subject to [UMKC's Code of Conduct](#) (found in the UMKC general catalog or online); 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](#).
- e. All participants, regardless of the program, must participate in one of the pre-departure orientations sponsored by IAP.
- f. Each participant is responsible for securing the financial resources necessary for their particular study abroad program.
- g. Companions and/or minor children are not permitted to travel with a UMKC participant on a study abroad program unless that person is enrolled in the program and is participating in his/her own right. Exceptions may be made with a compelling reason (such as a visually-challenged student requiring assistance). To apply for an exception complete the [Study Abroad Non-Student Companion Form](#) at least eight weeks prior to departure.

2. DEGREE-SEEKING STUDENTS

Eligibility

- a. The opportunity to apply for a study abroad program is available to all individuals participating in university-sponsored programs. Participation in a study abroad program is not, however guaranteed, since there are a number of minimum requirements in place for each program. International Academic Programs, in consultation with the faculty program leader, reserves the right to refuse admission into a study abroad program.
- b. Individuals planning to earn academic credit in a study abroad program must be in good academic standing, as defined by his/her academic unit, have a minimum GPA of 2.75 (as evidenced by a UMKC transcript), and meet all program-specific requirements. Students with disciplinary infractions are ineligible to participate in study abroad programs.
- c. Unless permission is granted by a UMKC Faculty Program Director and IAP, all UMKC full semester and academic year programs are only open to full-time, degree-seeking UMKC students. Exceptions can be discussed with the appropriate Dean by completing the [Study Abroad Program Eligibility Appeal](#) due to IAP by February 1st for Summer and Fall programs and September 1st for Spring programs. Other international programs/trips may include different categories of constituents.
- d. One or more full time semesters at UMKC must immediately precede the intended study abroad program for degree-seeking study abroad participants unless permission is granted by a UMKC program coordinator and IAP.
- e. Graduating seniors may not receive academic credit towards their degree via UMKC study abroad programs because credits earned abroad will have been earned after the degree has been conferred.

Credit

- a. Individuals seeking academic credit must consult with the academic 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 signed by their academic advisor. Students should consider major and general education requirements to ensure that study abroad participation will not jeopardize normal progress towards graduation.
- b. Students are responsible for arranging for an original transcript to be sent to IAP from the partner institution in order for credit transfer to take place. IAP, in consultation with the International Student Affairs Office (ISAO) and the academic advisor, 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.

Application Procedure

- a. Students must fill out both IAP's general study abroad application and any program-specific application found under [applications and forms](#):
 - Application
 - Statement of Purpose
 - Letter(s) of Recommendation (one for short-term programs, 2 for semester)
 - Signed Assumption of Risk & Release Form
 - Health Information Form
 - Emergency Contact Form
 - Study Abroad Approval Form (pink)
 - Copy of Passport
 - Proof of Enrollment in the UM System Required Health Insurance
- b. IAP will obtain a copy of the student's academic advising transcript and disciplinary record.
- c. Students must submit with his/her application letter(s) of reference (one for summer programs and two for semester or academic year programs), 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. Study Abroad admission decisions will be based on any program-specific criteria, the need to select students who will be the best possible match for study abroad, and the student's ability to benefit from a particular program.
- f. Students whose physical, mental, or emotional condition may require accommodations to participate in a study abroad program must contact the IAP staff well before the application deadline. The staff will assist by providing the student a clear description of the physical and mental requirements of the program. Students will be asked to provide the staff with the accommodations which they believe will be necessary for them to meet the requirements of the program as well as a list of accommodations currently provided the student by UMKC.
- g. Applications received after the deadline will be considered on a case-by-case basis.

3. NON-DEGREE SEEKING PARTICIPANTS

Eligibility

- a. The opportunity to apply for study abroad program which does not provide course credit towards a UMKC degree is available to a variety of individuals depending upon the criteria and focus of the program, e.g., continuing education, . Participation in a study abroad program, is not, however guaranteed, since there are a number of minimum requirements in place. International Academic Programs reserves the right to refuse admission into a study abroad program.

Application Procedure

- a. Participants must fill out both IAP's general application and any program-specific application found under [applications and forms](#):
 - Application
 - Assumption of Risk & Release Form
 - Health Information Form
 - Emergency Contact Form
 - Copy of Passport
 - Proof of Enrollment in the UM System Required Health Insurance

- b. Study abroad admission decisions will be based on any program-specific criteria, the need to select participants who will be the best possible match for international education activities, and the participants' ability to benefit from a particular program.
- c. Students whose physical, mental or emotional condition may require accommodations to participate in a study abroad program must contact the IAP staff well before the application deadline. The staff will assist by providing the student a clear description of the physical and mental requirements of the program. Students will be asked to provide the staff with the accommodations which they believe will be necessary for them to meet the requirements of the program as well as a list of accommodations currently provided the student by UMKC.
- d. Applications received after the application deadline will be considered on a case-by-case basis.

4. FACULTY/STAFF PROGRAM DIRECTOR RESPONSIBILITIES

- a. Faculty Program Director must attend a Study Abroad Health and Safety Workshop to maintain best practices in the field and to ensure compliance with UM System regulations. First-time Directors will participate in workshop and/or meet with IAP individually.
- b. A full list of all participants, distinguishing program participants from approved companions must be submitted at least eight (8) weeks prior to the departure date.
- c. The Faculty Emergency Contact Form which includes program itinerary and accommodation information must be submitted at least eight (8) weeks prior to the departure date.
- d. Faculty Program Director must ensure their participants submit the following (at least eight weeks prior to departure). All forms/directions can be found on the [IAP Applications and Forms web page](#):
 - Application
 - Signed Assumption of Risk & Release Form
 - Health Information Form
 - Emergency Contact Form
 - Copy of Participant Passport
 - Proof of Enrollment in the UM System Required Health Insurance

In addition, degree-seeking students must submit the following:

- Letter(s) of Recommendation (for degree-seeking students) (one for short-term programs, 2 for semester)
 - Study Abroad Approval Form (pink) for degree-seeking students
- e. Faculty Program Directors are not to be accompanied by companions and/or minor children. Exceptions may be made if the companion is him/herself a faculty member and is directly involved with delivering the academic content of the study abroad course, or if the companion/minor children will maintain a schedule completely separate from the study abroad group (i.e. does not travel with the group on site visits, does not attend lectures/classes, etc). When dealing with questions about accompanying companions/minor children, the paramount concern is the need to maintain academic rigor, integrity and participant safety. In addition, any appearance of conflicting standards for faculty and participants should be avoided. To apply for an exception, please complete the [Study Abroad Non-Student Companion Form](#) at least eight weeks prior to departure. All approved companions must complete necessary companion form and all other required forms as well enroll in mandatory UM System health insurance.
 - f. All students and participants in UMKC programs are required to enroll in the student [HTH Worldwide health insurance plan](#) for the period of time they are abroad. Faculty members abroad on university business will be covered by [UM System international insurance](#) (print the AIG and MEDEX information before departure).

- 5. **PARTICIPATION IN NON-UMKC AFFILIATED STUDY ABROAD PROGRAMS** On occasion, UMKC degree-seeking students may have an opportunity to participate in a study abroad program that is NOT affiliated with

by UMKC. While students are free to seek out and participate in these programs, there are policies regulating the transfer of credit back to UMKC to be used towards their degree.

- a) After appropriate research, IAP may decide not to support participation in non-UMKC affiliated programs if there are questions or concerns about a program's safety, support and/or academic quality. Any student wanting to participate in a non-UMKC affiliated program must complete and submit to IAP a [Petition for Non-UMKC Programs](#) due to IAP by February 1st for Summer and Fall programs, and September 1st for Spring programs.
- b) Without the prior written approval of the student's academic unit, regularly enrolled students will not be given credit for any courses taken through a program not affiliated with UMKC or the UM System. Without this approval, IAP will not enroll the student in study abroad placeholder hours, which could result in the loss of continuous enrollment status at UMKC, and jeopardize financial aid support.
- c) Students are responsible for arranging for an original transcript to be sent to IAP from the partner institution in order for credit transfer to take place. IAP, in consultation with the International Student Affairs Office (ISAO) and the academic advisor, 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.

DEVELOPMENT OF NEW INTERNATIONAL PROGRAMS

- a) Specific instructions and procedures to develop new programs can be found on the [Study Abroad Faculty-Led Program Guidebook](#). Knowledgeable and enthusiastic 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 a new 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 using the [Proposal for a New International Memorandum of Understanding Form](#).
- 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 legal counsel and signed by the Director of IAP and the appropriate Dean and Vice Provost.