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Procedure Summary

Texas A&M University-Central Texas (A&M-Central Texas) is supportive of International Education opportunities such as Study Abroad, but also recognizes that the safety of its students is of utmost importance. Planning a Study Abroad program involves a high level of logistical support and emergency response preparation. The Texas A&M System, State of Texas travel regulations, and the Texas Higher Education Coordinating Board Standards for New Out-of-State and Out-of-Country Courses guide the development and implementation of Study Abroad programs at A&M-Central Texas.

Procedures

1. RESPONSIBILITIES

- 1.1 Warrior Center for Student Success (WCSS) is the primary resource for Study Abroad administration at A&M-Central Texas and will: assist with program proposals, marketing plans and materials, provide logistical support, collect and manage student information (including documentation that all students have met the export control requirements for Study Abroad prior to departure), ensure all participants purchase travel insurance, manage the International Education Fee (IEF) Scholarship process, and conduct a pre-departure safety orientation.
- 1.2 Program Leaders are faculty and/or staff who are leading the Study Abroad program. They will: follow the Faculty-Led Program Guidelines Manual in developing a program proposal, promote program to students, create travel plans, attend pre-departure orientations, and submit a post travel program evaluation to students.
- 1.3 Academic Colleges will approve Faculty-Led Proposals through the approved chain of command; approve budgets for programs, teaching assignments and course offerings; and coordinate with the Records and Admissions to establish the course in the schedule.
- 1.4 Academic Affairs will register the course with the Texas Higher Education Coordinating Board (THECB) and ensure compliance with all academic related policies and regulations.
- 1.5 The third-party vendor for Study Abroad program will coordinate the Crisis Management Plan, approve and maintain the Emergency Response Plan.

A. Smart Traveler Enrollment Program

Smart Traveler Enrollment Program (STEP) is a free service to allow U.S. citizens and nationals to enroll their trip abroad so the Department of State can accurately and quickly contact them in case of emergency.

Benefits

- Get real time updates about health, weather, safety, and security in the country.
- Plan ahead using information from the local U.S. embassy.
- Help the embassy or consulate contact you if there's an emergency like a natural disaster, civil unrest, or a family emergency.

Click here to access the [STEP](#) page. The estimated time to complete the registration is 20 minutes.

- 1.6 The Empowered Official (EO) approves all export control requests for university employees, including those for Study Abroad.
- 1.7 The Business Office will establish pay accounts for each program and collect student payments for programs.
- 1.8 The Office of the Provost will help create the vision for Education Abroad and will provide final approval on all program proposals.
- 1.9 The Office of the President will approve/disapprove of all travel requests to At-Risk Travel Countries.

2. PROCEDURES

- 2.1 Program Leaders will use the timeline and procedures established in the Faculty-Led Program Guidelines Manual to guide the development of a Study Abroad program.

3. GUIDELINES

- 3.1 A faculty member's primary responsibility is providing a safe, rich, and rigorous learning experience for the students enrolled in the study abroad course. Program leaders are allowed to bring one guest (a partner or content expert) at the expense of the individual, if approved by the Provost and the EO for export control requests.
- 3.2 All student deposits will be made into an account created by the Business Office. The Program Leader(s) and Assistant Director of Student Success and Experiential Learning will manage these funds to pay vendors as needed.
- 3.3 Warrior Center for Student Success and Academic Affairs will develop additional procedures to ensure the effective delivery of study abroad, safety of university members, and compliance with System, state, and national guidelines.

- 3.4 A current faculty, student or staff so interested may audit faculty-led study abroad programs/courses provided space and required instructional equipment are available at the discretion of the faculty program sponsors. No credit is granted, no examinations are required, and no grades are reported for an auditing nonstudent participant. Attendance requirements, class preparation, and class participation are at the discretion of the instructor. Submission of a completed Course Audit Request Form and payment of required fees must occur prior to the registration deadline. Required fees include the audit fee and applicable study abroad program related fees (i.e. airline tickets, lodging, etc.) as determined by the approved faculty led proposal. Fees associated with a study abroad program/course audit are nonrefundable unless the institution denies the audit request. All individuals who audit Study Abroad must abide by export control review procedures.
- 3.5 Faculty are expected to abide by all System Ethics guidelines in transactions with vendors and potential vendors, as well as [University Rule 31.05.01.D1 Faculty Consulting, External Professional Employment, and Conflicts of Interest.](#)

Related Statutes, Policies, or Requirements

[System Policy 13.04 Student Travel](#)

[University Rule 13.04.99.D1 Student Travel](#)

U.S. State Department [Smart Traveler Enrollment Program](#)

[University Rule 15.02.99.D1 Export Controls Program Management](#)

[University Rule 31.05.01.D1 Faculty Consulting, External Professional Employment, and Conflicts of Interest](#)

Contact Office

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